

Date Correction Plan Due 10/28/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule. Public Schools may submit plans of correction however are not required to do so.

Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center Little Me Child Care Llc		Provider Number / Facility ID Number 2000591192 / 001 - 2006362		
Address - Facility (Street, City, State, Zip Code) 1925-27 W Hampton Ave Milwaukee WI 532095733		Telephone Number 414-808-0055	Date - Regulation Visit 10/8/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(6)(a)1. Child Record - Enrollment Information</p> <p>Description: The enrollment form for Child 3 lacked emergency contact information when a parent cannot be reached.</p> <p>Repeat violation: Previously cited on 9/7/2023</p>	<p>The enrollment form for child 3 has been completed with the missing emergency contact information. The child care enrollment form will be completed in its entirety for all children prior to attending.</p>	10/10/2024	
2	<p>251.04(6)(a)2. Child Record - Emergency Medical Consent</p> <p>Description: Child 4 had an enrollment form on file, signed and dated by the parent/gardian, but the form did not have the appropriate box marked to reflect consent for emergency medical care or treatment.</p>	<p>The enrollment form for child 4 has been completed with the appropriate box being checked to reflect consent for emergency medical care or treatment. The child care enrollment form will be completed in tis entirety prior to attending for all children.</p>	10/11/2024	

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<p>3 251.04(6)(a)4. Child Record - Field Trip Authorization Description: Authorization from the parent/guardian for Child 4 to participate in field trips or other off premises activities was not on file.</p>	<p>The authorization to participate in field trips or other off premises activities is on file. The child care enrollment form will be completed in tis entirety prior to attending for all children.</p>	<p>10/21/2024</p>	
<p>4 251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement Description: There is no authorization from the parent for Child 2 and Child 4 outlining the plan for the children to come to the center or go to from the center when not accompanied by a parent or other authorized person.</p>	<p>The alternate arrival/release form for child 2 and child 4 is complete. Alternate arrival/ release forms will be completed prior to releasing children to go to or from the center when not accompanied by a parent or other authorized person.</p>	<p>10/15/2024</p>	
<p>5 251.04(6)(a)6. Child Record - Health History Description: The health history information and emergency care plan for Child 4, identified as having a food allergy, was incomplete. The form did not have information on triggers that may cause the problem, signs or symptoms the child care worker should watch for, steps a child care worker should follow, and when to call a parent or when the condition requires emergency medical care.</p>	<p>The health history form will be completed in its entirety prior to children attending. The health history for child 4 is complete triggers that may cause the problem, signs or symptoms the child care worker should watch for, steps a child care worker should follow, and when to call a parent or when the condition requires emergency medical care.</p>	<p>10/22/2024</p>	

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6	251.04(6)(b) Current, Accurate Daily Attendance Record Description: A review of attendance records for the week of 9/30/24 showed one child had an arrival time on 10/4/24 but was missing a departure time.	The departure time was entered for the week of 09/30/2024 and 10/04/2024. Staff will enter daily attendance for each child upon arrival and departure to the center.	10/09/2024	
7	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not consistently documenting hours worked when used to meet staff-to-child ratio. Staff did not sign in or out on 10/7/24 and on 10/8/24, staff did not sign in.	Staff hours have been reviewed and entered. All staff are required to enter arrival and departure times at the beginning and end of each shift and day worked on the Daily Attendance Record section C.	10/09/2024	
8	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A does not have documentation of a current CPR certificate on file; the most recent CPR certificate expired August 2024.	Staff A completed the required CPR on October 19, 2024. Staff are required to complete this requirement before it expires.	10/19/2024	
9	251.06(11)(b)7. Outdoor Play Space - Enclosure Description: There was a gap in the fence that was greater than 4 inches.	The gap in the fence that was greater than four inches has been repaired.	10/18/2024	

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10 251.06(2)(a) Potential Source Of Harm On Premises Description: In the outdoor play space, a broken piece of the metal fence had sharp edges and was accessible to children.	The broken piece of fence has been capped with proper fitting.	10/10/2024	
11 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: In the kitchen, cleaning supplies and wasp spray, labeled keep out of reach of children, was observed in an unlocked cabinet and a can opener and scissors were observed in an unlocked drawer and accessible to children.	The kitchen cleaning supplies and wasp spray are in a locked cabinet. The scissors and can opener are in a locked cabinet. A sign stating keep all hazardous materials inaccessible to children is placed on the cabinet.	10/09/2024	
12 251.06(2)(i) Deteriorating Paint Description: There are several areas of flaking paint on the wall in the outdoor play space which is accessible to children.	The walls in the outdoor play space have been scraped and re painted.		
13 251.06(4)(a) Fire Extinguishers - Operable, Inspected, Labeled Description: The fire extinguisher has not been inspected once per year by a qualified person and bear a label indicating its present condition and date of the inspection; the last inspection was September 2023.	The fire extinguisher has been inspected by a qualified person and the inspection date is October 25, 2024	10/25/2024	

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14	<p>251.06(4)(jm)2. Fire Alarms & Smoke Detectors - Testing</p> <p>Description: There is no documentation demonstrating that the required monthly smoke detector testing was conducted for the month of September 2024.</p> <p>Repeat violation: Previously cited on 9/7/2023</p>	<p>Moving forward, smoke detector testing will be documented monthly .</p>	<p>10/09/2024</p>	
15	<p>251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers</p> <p>Description: There was no thermometer in the kitchen refrigerator.</p>	<p>A thermometer was purchased and placed in the kitchen refrigerator.</p>	<p>10/10/2024</p>	
16	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: There is no documentation that the medical log book was reviewed within the last 6 months; the most recent review occurred in October 2023.</p>	<p>The medical log book has been reviewed and will be reviewed at least every six months.</p>	<p>10/10/2024</p>	
17	<p>251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information</p> <p>Description: The infant and toddler intake form for Child 1 was completed but it was not on file in the same room care was being provided.</p>	<p>All intakes, including the intake form for Child 1 is placed in the same room as care is being provided.</p>	<p>10/09/2024</p>	

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Correction Plan

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Verification
Date

NAME - Agency Worker
Kristin Keck, Katrina Tarantino

Date Issued
10/14/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Angel J. Duckert

Date Signed

Oct. 28, 2024