

# NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

STATE OF WISCONSIN

**TO FILE A COMPLAINT CALL**  
262-446-7800

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 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.  
 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.

DEPARTMENT OF CHILDREN AND FAMILIES  
 Division of Early Care and Education

STATE OF WISCONSIN

<b>Date Correction Plan Due</b> 10/16/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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)(l) 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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Small Hands Change The World Llc		7000591297 / 001 - 2006467		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
4248 W Fond Du Lac Ave Milwaukee WI 532163528		414-312-8973	9/10/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: There was missing documentation on the Child Enrollment form for Child 2 - 6.	Child Emergency contact has been updated	9-12-24	
2	251.04(6)(a)6. <b>Child Record - Health History</b>  Description: There was incomplete information on the Health History form for Child 4 & 6.	Child Life Health History has been updated	9-12-24	

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3	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: There were 12 children present in the center at the time of the visit but only 11 were accurately signed in.	Sign in sheets needs to be monitored hourly	9.10.24	
4	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: There was no documentation of a staff health report for Staff C & D.  Repeat violation: Previously cited on 7/14/2023	Both Staff C & D Reports are now on file	9.19.24 9.16.24	
5	251.05(2)(a)7. <b>Staff Record - Continuing Education</b>  Description: There was no documentation of continuing education from the past year for Staff B & C.	Staff is currently taking classes	9.13.24	
6	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: There was no documentation of a Mandated Reporter/Child Abuse and Neglect Training for Staff D.  Repeat violation: Previously cited on 7/14/2023	Staff D documentation is now updated	9.11.24	

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7 251.055(1)(a) <b>Supervision Of Children</b>  Description: There was a child that ran into the office and grabbed candy from the desk and ran out at the time of the visit.  Repeat violation: Previously cited on 7/14/2023	Gate was Replaced In the doorway	9-10-24	
8 251.055(1)(f) <b>Child Tracking Procedure</b>  Description: There were four children on the tracking form in the infant room but only two children present. There was a child with the director and no tracking.  Repeat violation: Previously cited on 10/9/2023, 7/14/2023	2 children was moved that day needed to be updated on trackers	9-12-24	
9 251.06(11)(b)5. <b>Outdoor Play Space - Energy-Absorbing Surfaces</b>  Description: There was not 9 inches of mulch under the swings in the outdoor play space as required.  Repeat violation: Previously cited on 10/9/2023	mulch has been ordered	10/17-24	

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10	<p>251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness</p> <p>Description: The cots in the preschool room were not properly stored. The cots contained personal sheets and they were not covered to ensure they are not accessed by other children.</p>	Cot will be covered with a 50x50 cover moving forward	9.10.24	
11	<p>251.07(6)(dm)2. Medical Log - Pages &amp; Entries</p> <p>Description: The medical log book had several skipped lines.</p>	Staff have been trained on Entries in the log book	9.10.24	
12	<p>251.09(1)(c) Infant &amp; Toddler - Documenting Changes In Development</p> <p>Description: There were several Under 2 Intake forms that were not updated with changes of development for several infants.</p> <p>Repeat violation: Previously cited on 10/9/2023</p>	All children has been updated	9.13.24	
13	<p>251.09(1)(L) Infant &amp; Toddler - Soft Materials In Cribs</p> <p>Description: There was an infant sleeping on the floor covered with a blanket.</p> <p>Repeat violation: Previously cited on 7/14/2023</p>	Teacher has been trained on leaving Infants sleeping on the floor	9.10.24	

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14	251.09(2)(bm) <b>Infant &amp; Toddler - Sleep Position</b>  Description: There was an infant sleeping on the floor and another infant sleeping in the swing. Infants need to be moved immediately to a crib and placed on their back when they fall asleep elsewhere.	Staff have been monitored daily on sleeping position	9.10.24
15	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: There was an open can of formula that was dated May 2024. There was an open can of formula that wasn't dated. Formula must be used within 30 days of opening.	Can has been thrown away as a result to the child is no longer on formula	9.10.24

**NAME - Agency Worker**  
Rhonda Brueggemann, Colleen Hanser

**Date Issued**  
10/2/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**

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10.13.24