

Date Correction Plan Due 12/19/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	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  Extra Hands Child Care Llc	Provider Number / Facility ID Number  5000589925 / 002 - 2005576
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Address - Facility (Street, City, State, Zip Code) 2836 N Teutonia Ave Milwaukee WI 532062660	Telephone Number 414-231-3329	Date - Regulation Visit 11/24/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: The file for Child 1 lacked complete enrollment information upon licensing review. The file lacked information pertaining to an emergency contact while the child is in care, who is not a parent/guardian.	Child 1 now have an update emergency contact on enrollment form.	11/24/25	
2	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff A lacked current biennial training in child abuse and neglect prevention.  Repeat violation: Previously cited on 11/26/2024	Staff A has Child Abuse & Neglect Biennial Training.	12/2/25	

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3 251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b>  Description: Staff A did not participate in 15 hours of continuing education annually.	Had done some classes for continue Education.	12/31/25	

IAME - Agency Worker  
Mayla Sands

Date Issued  
12/4/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*R. Jones*

Date Signed

*12/15/25*