

Date Correction Plan Due 7/1/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
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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)(f) and (2)(g), 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 Brittany's Help N Hands		Provider Number / Facility ID Number 3000591393 / 001					
Address - Facility (Street, City, State, Zip Code) 6045 W Silver Spring Dr Milwaukee WI 532183152		Telephone Number 414-628-2090	Date - Regulation Visit 6/11/2024				
	Correction Plan	Expected Completion Date	Verification Date				
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;"></th> <th style="width:20%; text-align: center;">Rule/Statute Number Noncompliance Statement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">1</td> <td style="padding: 5px;"> 202.08(12)(c) The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Developing A Written Contract That Specifies The Charge For Child Care And The Expected Frequency Of Payment For The Service. The Contract Shall Be Signed By The Operator And A Parent Or Guardian. Description: For the child, #1, #4, #6, #8, #9, and #10 files, a written contract that specifies the charge for child care services and the expected frequency of payment that is signed by a parent or guardian and the operator was missing. </td> </tr> </tbody> </table>		Rule/Statute Number Noncompliance Statement	1	202.08(12)(c) The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Developing A Written Contract That Specifies The Charge For Child Care And The Expected Frequency Of Payment For The Service. The Contract Shall Be Signed By The Operator And A Parent Or Guardian. Description: For the child, #1, #4, #6, #8, #9, and #10 files, a written contract that specifies the charge for child care services and the expected frequency of payment that is signed by a parent or guardian and the operator was missing.	Going over each file and correcting the Payment amounts and reaching out to the parents to resign the payment agreement for each child.	7/15/24	
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1	202.08(12)(c) The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Developing A Written Contract That Specifies The Charge For Child Care And The Expected Frequency Of Payment For The Service. The Contract Shall Be Signed By The Operator And A Parent Or Guardian. Description: For the child, #1, #4, #6, #8, #9, and #10 files, a written contract that specifies the charge for child care services and the expected frequency of payment that is signed by a parent or guardian and the operator was missing.						

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2 202.08(12)(f)1-4
Prior To A Child's First Day Of Attendance For Any Child In Care,
Obtaining Information On A Form Prescribed By The
Department With Enrollment And Health History Information,
Including All Of The Following:
1. The Parents' Home And Work Phone Numbers.
2. Health History, Including Information Relating To A Child's
Special Health Care Needs And Emergency Care Plan.
3. The Parents' Signed Consent For Emergency Medical Care.
4. A Name And Number To Call If The Child Requires
Emergency Medical Care.

Description: Child #4 was missing emergency contact information on
the Enrollment and Health History Information form.

Went into file
and examine error.
Will print a
emergency contact
information and
health history for
parent to fill out
and return.

7/15/24

3 202.08(4)(i)
A Provider Shall Change A Child's Wet Or Soiled Clothing Or
Diapers Promptly From An Available Supply Of Clean Clothing
Or Diapers. The Child's Diaper Shall Be Changed On An Easily
Cleanable Surface That Is Cleaned With Soap And Water And A
Disinfectant Solution After Each Use. The Disinfectant Solution
Shall Be Registered With The U.S. Environmental Protection
Agency As A Disinfectant And Have Instructions For Use As A
Disinfectant On The Label. The Solution Shall Be Prepared And
Applied As Indicated On The Label.

Description: Per the operator's description, the correct 2-step method
was not used to clean and disinfect the diapering surface.

Purchased a
spray bottle for
soap and water,
and will sanitize
with bleach and
water

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4	<p>202.08(4)(i) The Child Care Provider Shall Clean A Child's Superficial Wound With Soap And Water Only And Protect It With A Band-Aid Or Bandage.</p> <p>Description: The operator did not have any band-aid or bandage during the visit.</p>	<p>Purchase bandages bandages</p>	<p>7/15/24</p>	
5	<p>202.08(4m)(a)1. An Operator Shall Have A Written Plan For Taking Appropriate Action In The Event Of An Emergency Including A Fire; A Tornado; A Flood; Extreme Outdoor Heat Or Cold; A Loss Of Building Service, Including No Heat, Water, Electricity Or Telephone; Human-Caused Events, Such As Threats To The Building Or Its Occupants; Allergic Reactions; Lost Or Missing Children; Vehicle Accidents; A Provider's Family Situation, Such As Medical Emergency Or Illness; Or Other Circumstances Requiring Immediate Attention.</p> <p>Description: The operator did not have a written emergency plan for taking appropriate actions in the event of emergencies.</p>	<p>A written plan will be written out w/ diagram emergency.</p>	<p>7/15/24</p>	

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<p>6 202.08(4m)(a)1.a-c An Operator's Emergency Plan Shall Include Procedures For All Of The Following: A. Evacuation, Relocation, Shelter-In-Place, And Lock-Down. B. Communication And Reunification With Families. C. Ensuring That The Needs Of All Children Are Met, Including Children Under 2 Years Of Age, Children With Disabilities, And Children With Chronic Medical Conditions.</p> <p>Description: The operator did not have a written emergency plan with procedures for all of the following: a. Evacuation, relocation, shelter-in-place, and lock-down. b. Communication and reunification with families. c. Ensuring that the needs of all children are met, including children under 2 years of age, children with disabilities, and children with chronic medical conditions.</p>	A emergency plan procedure will be written out and present for everyone to see.	7/15/24	
<p>7 202.08(4m)(a)2. The Emergency Plan Under Subd. 1. Shall Be Reviewed Periodically And Practiced As Specified In The Plan.</p> <p>Description: The basement is used for tornado shelters and drills; however, the designated space that the operator stated was used for the tornado shelter and the drill needed to be cleared, and it was unsafe for shelter or Tornado drills to be practiced.</p> <p>There were no written emergency plans that was reviewed periodically and practiced.</p>	Will clean and organize the tornado area	7/15/24	

NAME - Agency Worker
Lou Thao

Date Issued
6/17/2024

SIGNATURE - Certified Operator or Designee / Licensed or Designee

Date Signed

Brittany Jones

6/18/2024