



SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL

9589 0710 5270 1040 0508 85

July 29, 2024

Tommesha Boyd
Carter's Corner Family Childcare
2505 N 22nd street
Milwaukee, WI, 53206-1508

RE: WARNING LETTER OF NONCOMPLIANCE

**Carter's Corner Family Childcare
Facility ID Number: 2006753**

Dear Ms. Boyd:

This letter constitutes a warning to you, Tommesha Boyd, regarding substantial non-compliances with Chapter 48, Wis. Stats., and/or DCF 250, Wis. Administrative Code in the operation of Carter's Corner Family Childcare, a licensed family child care. Failure to correct these non-compliances may result in further Department action.

This warning is based on the Department's findings by Initial Licensing Associate, Tiarra Trammell during a monitoring visit to the center on 7/25/2024. The Department finds that you have failed to meet requirements for a family child care license in the following respect(s):

1. **DCF 250.04(6)(b)** States, The licensee shall maintain a current, accurate written record of the daily attendance that includes the actual time of arrival and departure for each child and the child's birthdate. The record shall be kept for the length of time the child is enrolled in the program. Contrary to **DCF 250.04(6)(b)**, The attendance sheet was not accurate and did not provide actual times of arrival.
2. **DCF 250.06(2)(b)** States, Firearms, ammunition, and bows and arrows with sharp tips located on the premises or in a vehicle used to transport children shall be kept in locked storage and may not be accessible to children. Contrary to **DCF 250.06(2)(b)**, Knives were observed in kitchen inside dish rack and was accessible to children.
3. **DCF 250.06(9)(e)** States, Extra food that was prepared but not served shall be dated, refrigerated promptly, and used within 36 hours, or frozen immediately for use within 6 months. Contrary to **DCF 250.06(9)(e)**, Leftover food was observed in refrigerator with no labels or proper food containers.

A Noncompliance Statement and Correction Plan (DCF-F-CFS294) listing the code violations documented at this visit is attached and incorporated herein by reference.

Tommasha Boyd

July 29, 2024

Page 2

The Department will continue to closely monitor Carter's Corner Family Childcare to ensure that you come into compliance with the Wisconsin Statute and Administrative Code. Continued violation may result in licensing sanctions and penalties, pursuant to Wis. Stat. § 48.715, including, but not limited to, issuance of an order, assessment of forfeitures ranging from \$10 to \$1,000 per day, per violation, or actions to revoke your family child care license.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 250.04(2)(i), the child care center shall post with the license any notice received from the Department relating to rule violations, including this warning letter. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.

Please contact Initial Licensing Associate Tiarra Trammell at 262-446-7803 if you have questions regarding this notice.

Sincerely,



Marie Miller, Initial Licensing Lead Worker
Bureau of Early Care Regulation
DIVISION OF EARLY CARE AND EDUCATION

Attachment – CFS 294

cc: Randall Gasser, Regional Licensing Manager
Tiarra Trammell, Initial Licensing Associate
Bureau of Child Care Subsidy Administration
Waukesha Co
4C for Children
Department of Public Instruction
Wisconsin Early Care Association
Southeastern Regional Office Staff

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated July 29, 2024 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** tiarra.trammell@wisconsin.gov or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
635 N 26th ST

MILWAUKEE, WI 53233

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 8/5/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
---	--	---

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 Carter's Corner Family Childcare		Provider Number / Facility ID Number 2000591552 / 001 - 2006753		
Address - Facility (Street, City, State, Zip Code) 2505 N 22Nd St Milwaukee WI 532061508		Telephone Number 414-807-8825	Date - Regulation Visit 7/25/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(b) Current, Accurate Daily Attendance Record Description: The attendance sheet was not accurate during monitoring visit Repeat violation: Previously cited on 4/4/2024	(DCF 250.04(6)(b) States, The licensee shall maintain a current, accurate written record of the daily attendance that includes the actual time of arrival and departure for each child and the child's birthdate. The record shall be kept for the length of time the child is enrolled in the program). *Daily Attendance during monitoring visit did reflect actual time each child & birthdate. *What was brought to my attention is that the staff time needs to reflect the time the first child/children arrives. On the attendance sheet it reflected the hours of operation time for the licensee and the two staff member days and hour scheduled. DCF 250.04 (6) (b) only states the actual time for child and date of birth. *To correct the issue I will make sure the licensee/staff time is also aligned with the arrival of the first child/children at the center	7/30/2024	
2	250.06(2)(b) Access To Potentially Dangerous Items Description: Knives were exposed in kitchen in dish rack accessible to children	To correct the one knife that was exposed in the dish rack after washing the dishes. I will immediately dry and store out of reach to avoid access to potentially Dangerous Items.	7/30/2024	

Name - Certified Operator / Licensed Center Carter's Corner Family Childcare		Provider Number / Facility ID Number 2000591552 / 001 - 2006753		
Address - Facility (Street, City, State, Zip Code) 2505 N 22Nd St Milwaukee WI 532061508		Telephone Number 414-807-8825		Date - Regulation Visit 7/25/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	250.06(9)(e) Leftover Food Description: leftover Food was observed in refrigerator without labels or proper storage containers	To Correct leftover Food was observed in refrigerator without labels proper storage containers, moving forward the facility with limit the usage of tubber ware bowls to a limit of no more then three at a time. I have also purchased waterproof/reusable chalkboard labels to have on designated containers that will be used for leftovers.	7/30/2024	

NAME - Agency Worker
Tiarra Trammell

Date Issued
7/29/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Tommesha Boyd

Date Signed
8/5/2024