

Date Correction Plan Due 7/28/2025	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 My Nannas House Llc		Provider Number / Facility ID Number 9000591669 / 001 - 2006875		
Address - Facility (Street, City, State, Zip Code) 2410 W Capitol Dr Milwaukee WI 532061428		Telephone Number 414-763-0138	Date - Regulation Visit 7/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Documentation of complete contact information for a parent was not observed for 3 children. Documentation of complete contact information for an emergency contact was not observed for 2 children. Repeat violation: Previously cited on 9/19/2024	<i>Review Documentation corrected</i>	<i>8/1/25</i>	<i>8/1/25</i>
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Documentation of current and accurate attendance was not observed when 7 children were present and only 4 were listed on attendance.	<i>advised employees to make sure children or sign in when walking door.</i>	<i>8/1/25</i>	<i>8/1/25</i>

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3 251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Documentation of the Registry certificates for 2 employees does not document that they are qualified for the positions they hold.	Reach out to Registry TO See what docs was entered in Registry. Registry advise OF Docs Need. sent DC TO Registry	10/1/25	
4 251.05(2)(a)5. Staff Record - High School Diploma Description: Documentation of a high school diploma / GED was not observed for 3 employees. Repeat violation: Previously cited on 9/19/2024	High school transcript was sent 2x to Registry. Registry advise docs will be entered	10/1/25	
5 251.05(2)(a)8. Staff Record - Orientation Description: Documentation of orientation was not observed for an employee.	Orientation was completed. For all employees	7/12/25	
6 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Documentation of child abuse and neglect training was not observed for 2 employees.	Employees will complete training need	9/30/25	

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7	251.05(3)(d)3. Administrator - Entry-Level Training / Experience Requirements Description: Documentation of required training was not observed for the administrator.	Email Registry. Registry advise train need for Director (50 or less children) Employee was Grandfather in from 2002	10/1/25	
8	251.05(3)(e)3.d. Center Director / Small Center - Entry-Level Training Description: Documentation of required training was not observed for the center director.	Email Registry. Registry advise training need for Small Center	10/1/25	
9	251.05(3)(f)2.b. Child Care Teacher - High School Or Equivalent Description: A child care teacher caring for children did not have a high school diploma.	High School Transcript was submitted to Registry	8/1/25	
10	251.05(4)(c)1. Continuing Education Requirement - Full Time Staff Description: Documentation of continuing education was not observed for 2 employees.	Continuing Education has been schedule	9/1/25	

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11	251.055(1)(f) Child Tracking Procedure Description: The tracking procedure was not implemented when 7 children were present and only 4 signed into the room.	Advise Employee to sign children tracking log in when enter center	7/12/25	7/12/25
12	251.07(5)(a)5.a. Menus - Post Description: A menu was not observed in the kitchen.	for make menu for kitchen area	7/12/25	7/12/25
13	251.07(5)(a)5.b. Menus - Plan Description: Menus posted in the center were not dated to the current month/week.	Menu has be updated for 2 weeks	7/12/25	7/12/25

NAME - Agency Worker
Colleen Hanser, Rhonda Brueggemann

Date Issued
7/14/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Clara Merweather

Date Signed

8/1/2025