

**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 June 06, 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:** Laura.Taylor@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 6/20/2024	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 Tee Tee Kita's Cc And Lrng Center		Provider Number / Facility ID Number 0000591040 / 001 - 2006209		
Address - Facility (Street, City, State, Zip Code) 2812 W Fairmount Ave Milwaukee WI 532095525		Telephone Number 414-837-3044	Date - Regulation Visit 5/23/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)2. Child Record - Emergency Medical Consent Description: The parent/guardian for Child #3 did not complete authorization for emergency medical care/treatment on the enrollment form.	Child #3 Emergency Medical Consent form is completed. For new enrollment, the form will be checked for completeness in front of parent moving forward. No more dropping off of forms.	06/16/2024	
2	251.04(6)(a)4. Child Record - Field Trip Authorization Description: The parent/guardian for Child #3 did not complete authorization for field trip/other off-site activity participation/transportation on the enrollment form.	Child #3 Field Trip form is completed. For new enrollment, the form will be checked for completeness in front of parent moving forward. Eliminating parents merely dropping off forms.	06/16/2024	

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3	<p>251.04(6)(a)6. Child Record - Health History</p> <p>Description: The parent/guardian for Child #3 indicated the child has asthma but did not document triggers, signs to watch for or steps to take if medical care is required.</p>	<p>For new enrollment, the form will be checked for completeness in front of parent moving forward. Eliminating parents merely dropping off forms.</p>	06/16/2024	
4	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Staff A does not have documentation of Staff Record form information on file for review.</p>	<p>Staff record is completed and placed in staff file. In order prevent this from taking place again, a more assertive effort to revisit staff records on a monthly basis will take place.</p>	06/16/2024	
5	<p>251.05(2)(a)7. Staff Record - Continuing Education</p> <p>Description: There was no documentation of continuing education hours for the prior year for Staff C.</p>	<p>In an earnest effort to ensure the continuing education requirement is met for the year, all staff will be required to complete an accepted course by the end of the 3rd quarter of the same year</p>	07/10/2024	
6	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: There was no documentation of a current infant/child CPR certificate on file for Staff A.</p> <p>Repeat violation: Previously cited on 3/16/2023</p>	<p>A current infant/child CPR AED certificate is completed and placed in Staff folder. Held recent training by the Red Cross to update all staff coming into year end for compliance Moving forward, staff folders will be check every 30 days to ensure compliance is meet</p>	06/16/2024	

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7	251.06(9)(f)3. Food - Leftover Prepared Food Description: Leftover ground beef was observed in the kitchen refrigerator dated 5/15/24 (not used within 36 hours after preparation).	Foods prepared will not be stored the same day in facility refrigerator any longer. Any food not consumed will be discarded.	06/16/2024	
8	251.08(4)(b) Driver Orientation - Requirement Description: There was no annual driver orientation documentation on file for Staff C.	The annual driver orientation document has been corrected and placed in staff C folder. A list of all documents with annual renewal dates will be formed and posted on visual board in office as a reminder that updates are required.	06/16/2024	
9	251.09(2)(bm) Infant & Toddler - Sleep Position Description: An infant was observed sleeping in a swing during licensing visit and was not placed in a crib on their back until licensors pointed this out.	A reminder of the licensing rule indicating infants cannot remain in swing after infant falls asleep but must be placed in a crib on their back will be reinforced with strong discipline with no exceptions moving forward .	06/16/2024	
10	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: Open containers of infant formula were not labeled/dated in the infant/toddler room.	All parents of infants will be notified not to put formula or snacks of any kind in infants cubber without first notifying the teacher that is present to ensure it gets labeled and dated.	06/16/2024	

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			Verification Date

NAME - Agency Worker
 Laura Taylor, Joel Marquez

Date Issued
 6/6/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee
 Lakethia McBride

Date Signed
 06/16/2024