

<b>Date Correction Plan Due</b> 9/30/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Little Hands That Help Learning Center		1000591671 / 001 - 2006877		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
6617 W Capitol Dr Milwaukee WI 532162039		414-249-3772	9/13/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b>  Description: Child #1, a child under the age of 2, does not have a Child Health Report on file that was completed not more than 6 months prior to nor more than 3 months after being admitted to the center. Child #1 has attended the center since 5/17/24.	Mom had difficulty getting paperwork due HIPAA violation within Ascension. Mom has previously only brought in immunization records form. Mom has been asked again to bring in Health report and she has now done so.	9/27/2024	9/24/2024
2	251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b>  Description: Documentation demonstrating completion of the required monthly fire and tornado drills were not recorded for the month of August 2024. Per the report of the center director, both drills were completed for the month of August 2024.	Center Director has properly documented record of fire and tornado drill. Owner and Center Director have reviewed policy and new plan is for the Center Director to utilize alarm setting to remember to document drills.	9/27/2024	9/24/2024

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.06(4)(jm)2. <b>Fire Alarms &amp; Smoke Detectors - Testing</b>  Description: Documentation demonstrating completion of the required monthly smoke detector testing was not recorded for the month of August 2024. Per the report of the center director, the testing was completed for the month of August 2024.	Center Director has received documented write up and has properly documented fire alarm and smoke detectors. Owner and Center Director have reviewed policy and new plan is for the Center Director to utilize alarm setting to remember to document testing dates. Center director will partake in mandatory training that will take place outside of business hours.	9/27/2024	9/24/2024
4	251.07(2)(e) <b>Child Guidance - Prohibited Actions</b>  Description: Staff A was observed picking a child up by one arm to move the child and again to turn the child over after the child tried to leave the diaper changing mat during a diaper change. Picking a child up by one arm is potentially injurious and therefore prohibited.	Staff A has received a documented write up regarding this prohibited action. Staff A as well as all staff members will partake in mandatory training of 251 policy and Little Hand That Helps policy that will take place outside of business hours.	9/28/2024	9/30/2024
5	251.07(6)(i)2. <b>Adult Handwashing</b>  Description: The child care teacher in the infant classroom (Staff A) failed to wash her hands with soap and warm water after completing a diaper change.	Staff A has received a write up regarding adult handwashing. Staff A as well as all staff members will partake in mandatory training of 251 policy and Little Hand That Helps policy that will take place outside of business hours.	9/28/2024	9/30/2024

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	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
6	251.09(3)(a)11. <b>Infant &amp; Toddler - Care During Feeding</b>  Description: Safety straps were not utilized for two children in the infant room who were observed seated in high chairs eating lunch.	Staff A has received a write up regarding care during feeding. Staff A as well as all staff members will partake in mandatory training of 251 policy and Little Hand That Helps policy that will take place outside of business hours.	9/28/2024

**NAME - Agency Worker**  
Maureen Slatten

Date Issued  
9/18/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*Handwritten signature: Aelys MC*

Date Signed

9/24/2024

**EMPLOYEE DISCIPLINARY ACTION FORM**

Employee: Tonya Buchner Date of Warning: 9/24/2024  
 Department: Infant Room Supervisor: Sonya Morris

TYPE OF VIOLATION:  Attendance  Carelessness  Disobedience  
 Safety  Tardiness  Work Quality  Other \_\_\_\_\_  
 WARNING: Violation Date: 9/13/2024  
 Violation Time: (a.m. / p.m.) 10:30-11:30am  
 Place Violation Occurred: Infant room

**EMPLOYER STATEMENT**

Childcare worker made three (3) violations while licensor present. observed grabbing child arm while changing diaper, which is prohibited. Did not strap infants in high chair nor wash her hands when changing a child. 251.07(2)(e); 251.07(16)(i); 251.09(3)(a) 118.

**EMPLOYEE STATEMENT**

**WARNING DECISION**

Childcare worker is expected to receive training and not engage in behavior that violates policy or face 2nd write up.

Approved by: Aaliyah Kirk Owner 9/24/24  
Name Title Date

List All Previous Warnings (when warned and by whom):

Previous Warning: 9/13/2024 1st Warning  
 Date: \_\_\_\_\_  
 Verbal: \_\_\_\_\_  
 Written: written verbal

Previous Warning: \_\_\_\_\_ 2nd Warning  
 Date: \_\_\_\_\_  
 Verbal: \_\_\_\_\_  
 Written: \_\_\_\_\_

Previous Warning: \_\_\_\_\_ 3rd Warning  
 Date: \_\_\_\_\_  
 Verbal: \_\_\_\_\_  
 Written: \_\_\_\_\_

I have read this "warning decision". I understand it and have received a copy of the same.

Tonya Buchner 9-24-24  
Employee Signature Date

Aaliyah Kirk 9/24/24  
Signature of person who prepared warning Date

Sonya Morris 9/24/24  
Supervisor's Signature Date

**COPY DISTRIBUTION**  
 Employee  HR Dept  Supervisor

EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Sonya Morris

Date of Warning: 9/24/2024

Department: Child care

Supervisor: Aaliyah Kirk

TYPE OF VIOLATION:

- Attendance
- Carelessness
- Disobedience
- Safety
- Tardiness
- Work Quality
- Other documentation

WARNING:

Violation Date: 9/13/2024  
 Violation Time: (a.m. / p.m.) 10:30-11:30  
 Place Violation Occurred: office

**EMPLOYER STATEMENT**

Center director received 3 violations from licenser due to improper documentation for fire drills/hazard drills & testing. 251.06(3)(b)4; 251.06(4)(j)m)2.

**EMPLOYEE STATEMENT**

I take full responsibility for not complying with the policy, procedure and state regulated requirements for documentation.

**WARNING DECISION**

Center director is expected to keep record a documentation.

Approved by: Aaliyah Kirk owner 9/24/24  
Name Title Date

List All Previous Warnings (when warned and by whom):

Previous Warning: 9/24/24 1st Warning  
 Date: 9/24/24 1st  
 Verbal: written - writeup -  
 Written: \_\_\_\_\_

Previous Warning: \_\_\_\_\_ 2nd Warning  
 Date: \_\_\_\_\_  
 Verbal: \_\_\_\_\_  
 Written: \_\_\_\_\_

Previous Warning: \_\_\_\_\_ 3rd Warning  
 Date: \_\_\_\_\_  
 Verbal: \_\_\_\_\_  
 Written: \_\_\_\_\_

I have read this "warning decision". I understand it and have received a copy of the same.

Sonya L. Morris 9/24/24  
 Employee Signature Date

Aaliyah Kirk 9/24/24  
 Signature of person who prepared warning Date  
 Supervisor's Signature Date

COPY DISTRIBUTION

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- HR Dept
- Supervisor