

Date Correction Plan Due 3/17/2025	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 Little Hands That Help Learning Center		Provider Number / Facility ID Number 1000591671 / 001 - 2006877		
Address - Facility (Street, City, State, Zip Code) 6617 W Capitol Dr Milwaukee WI 532162039		Telephone Number 414-249-3772	Date - Regulation Visit 2/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(2)(h)3. Policy Submitted & Implemented - Discharge Of Enrolled Children</p> <p>Description: The licensee failed to follow the center's discharge of enrolled children policy when Driver B sent a text message to a parent telling the parent "the state just left & they said b/c of the situation today was their last day." The date of the visit in the text references a center visit by Licensors Slatten and Cooney on 1/30/25 to measure rooms.</p> <p>NOTE: The information provided to the parent by the center was inaccurate. At no point did licensors instruct the center to discharge the child. The department learned of the text following receipt of a complaint.</p>	<p>Discharge policy of children will be reviewed, shared and discussed with staff.</p> <p>Driver B was not instructed to mention the state for any reason.</p>		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Little Hands That Help Learning Center		1000591671 / 001 - 2006877		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
6617 W Capitol Dr Milwaukee WI 532162039		414-249-3772	2/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2	<p>251.04(3)(a) Report - Incident Or Accident</p> <p>Description: The licensee failed to report to the department an incident or accident that occurred while a child was in the care of the center that required professional medical evaluation within 24 hours of the licensee becoming aware of the medical evaluation. After a child cut their lip on 1/23/25 while in the care of the center, the child's parent reported having taken them to the Emergency Room for evaluation of the injury.</p>	<p>Little Hands followed the incident report documentation policy, but did not report the incident to licensing as staff were waiting on the parent to bring the medical documentation back to the center to verify the child was seen. Going forward, as soon as the parent verbally informs us that the child has been seen medically, the center director will notify licensing.</p>		
3	<p>251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement</p> <p>Description: An Alternate Arrival/Release Agreement outlining the plan for Child #1 to arrive and/or depart the center via school bus has not been completed.</p> <p>NOTE: This violation was corrected on 2/12/25 following the visit per documentation sent to the department.</p>	<p>Management will contact the parent of the child for the forms to be filled out on 2/11/2025.</p>	2/12/2025	
4	<p>251.04(6)(c) Daily Attendance Record - Transportation</p> <p>Description: Arrival and departure times were not recorded on the daily transportation attendance record for two children who were reported to have been transported by the center the morning of the monitoring visit. Per a review of a sampling of the daily transportation attendance records an arrival time was not recorded for one child on 1/16/25.</p>	<p>Center Director will check transportation form the day prior to getting finalizing signatures from parents to confirm the transportation log, to ensure all pick up and drop off times are recorded correctly.</p>	2/12/2025	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Little Hands That Help Learning Center		1000591671 / 001 - 2006877		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
6617 W Capitol Dr Milwaukee WI 532162039		414-249-3772	2/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
5	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: A completed Physical Examination Report that was completed not more than 12 months prior to nor more than 3 months after the person was hired is not on file for Staff B and C. Staff B has been employed since 6/1/24; Staff C since 6/24/24.</p>	Physicals have been requested for staff B and C have been requested.	3/17/2025	
6	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Documentation of the days and hours worked, and in which classroom when the person was included in the staff-to-child ratio is inaccurate and incomplete. Staff F failed to record a departure time after leaving the Preschool room. No staff are documented in the Infant room from 12-1PM on 2/11/25 to demonstrate who cared for the infant in the room. Per a review of staff hours for transportation for January and February 2025 there are multiple days where no staff hours have been documented to demonstrate who transported the children listed on the daily transportation attendance record.</p>	Procare app is primarily used to document all scheduled hours and times worked. Procare timesheets have been provided to show forth that all classrooms and transportations schedules are accounted for. Transportation Drivers schedules will be monitored daily to ensure staff are signing in and out during shift changes.	2/12/2025	
7	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Drivers B and C do not have a current certificate of completion for Infant and Child CPR with AED from an agency approved by the department within 3 months. Driver B has been employed since 6/1/24; Driver C since 6/24/24.</p>	Back up Transportation Drivers have been registered for CPR training for 3/13/2025.	3/17/2025	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Little Hands That Help Learning Center		1000591671 / 001 - 2006877		
Address - Facility (Street, City, State, Zip Code) 6617 W Capitol Dr Milwaukee WI 532162039		Telephone Number 414-249-3772	Date - Regulation Visit 2/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
8	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Drivers A, B and C and Staff E have not completed training on child abuse and neglect reporting requirements within one week after beginning work at the center. Driver A has been employed since 2/3/25; Driver B since 6/1/24; Driver C since 6/24/24; Staff E since 1/13/25.</p> <p>Repeat violation: Previously cited on 7/22/2024</p>	Staff have all been notified to complete these trainings prior to 3/14/2025.		
9	<p>251.06(2)(d) Access To Materials Potentially Harmful To Children</p> <p>Description: An open bag of "Icy Melt" is accessible to children inside next to the main entrance door to the center.</p>	Icy melt (snow salt) was removed immediately and placed in secure storage room away from children.	2/11/2025	
10	<p>251.07(3)(a)1. Indoor Equipment - Developmental Level, Size</p> <p>Description: Equipment was not scaled to the developmental level, size and ability of the children when a two year old child fell after climbing on a table and chair set that was recommended by the manufacturer for ages 3-8 per documentation on an incident report submitted to the department. The child fell off the chair and hit his lip on the wall resulting in injury.</p>	Table set has been in toddler room since pre-licensing and licensing visits and have not been verbalized as a concern. The attending children fit the chair and table set appropriately. The two year old child, who was hurt was not utilizing chair or table in an appropriate manner and was redirected multiple times to get down off the chair prior to falling.	3/06/2025	

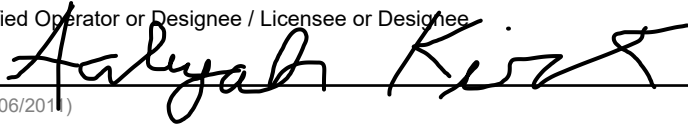
Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Little Hands That Help Learning Center		1000591671 / 001 - 2006877		
Address - Facility (Street, City, State, Zip Code) 6617 W Capitol Dr Milwaukee WI 532162039		Telephone Number 414-249-3772	Date - Regulation Visit 2/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
11	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The required 6 month review of the center medical log book has not been completed.	Medical Log book will be reviewed and signed every 6 months by Center director. However Center director takes care of all documentation in log.	2/12/2025	
12	251.08(4)(b) Driver Orientation - Requirement Description: Drivers A, B and C have not completed the required training prior to transporting children. Driver A has been employed since 2/3/25 and is observed transporting children during the monitoring visit. Driver B has been employed since 6/1/24; Driver C since 6/24/24.	Orientations and trainings were had, the proper forms were not utilized to capture these trainings. Forms will be reviewed, initialed and placed in each respective file.	3/17/2025	
13	251.08(4)(c)1. Driver Record - Obtain & Review Description: The licensee failed to obtain a copy of the driving record prior to Driver A transporting children. Driver A is observed transporting children during the monitoring visit and has been employed as a driver since 2/3/25. NOTE: The licensee corrected this violation on 2/11/24 following the department's visit and submitted documentation of Driver A's driving record to the department.	Driver record was immediately obtained and placed in drivers file on 2/11/2025.	2/11/2025	

Name - Certified Operator / Licensed Center Little Hands That Help Learning Center		Provider Number / Facility ID Number 1000591671 / 001 - 2006877	
Address - Facility (Street, City, State, Zip Code) 6617 W Capitol Dr Milwaukee WI 532162039		Telephone Number 414-249-3772	Date - Regulation Visit 2/11/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
			Verification Date

NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued
3/4/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
3/15/2025