Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/20/2026		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	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	7/14/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. **Monitoring Results Posted** Description: The current noncompliance statement and correction plan, issued following the 2/11/25 monitoring visit, is not posted next to the child care license as required. The noncompliance statement from the 9/13/24 visit is posted.	A copy has been printed and posted in the reception area on 8/7/26.	8/7/26	
2	251.04(4)(f) **Copy Of Rules Available** Description: A copy of the licensing rules for group child care centers (Chapter DCF 251) is not posted or available in an area of the center where parents are likely to see it.	A copy of the group childcare center rules will be posted by immediately.	7/16/26	

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3	251.04(4)(g) **Copy Of Policies Available** Description: A copy of the child care policies of the center have not been made available to the parents in an area of the center accessible to parents.	A copy has been printed and placed on the parent board immediately.	7/16/26	
4	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: Child #4 (age 1), a child under the age of 2, does not have a follow-up health examination on file at least once every 6 months after the initial health examination. The most recent health examination on file for Child #4 is dated 10/2/25. Repeat violation: Previously cited on 9/13/2024	Mom of child 4 was asked for a copy on 7/16 and a physical copy was received 7/27/26.	7/27/26	
5	251.04(6)(a)8.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Child #6 (age 2) does not have an initial health examination on file that was completed not more than one year prior to nor later than 3 months after being admitted to the center. There is no health report on file for Child #6 who has attended the center since 10/1/25.	Mom of child 6 was called and center was advised of needed forms. Mom scheduled an apt for 9/2. A copy will be brought in after dr apt.	9/3/26	

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6	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: The daily attendance record is not current and accurate. An arrival time has not been recorded for Child #4 who is observed in the care of the center and is reported to have arrived at approximately 9:01 AM.	This was implemented immediately. Daily attendance will be recorded upon arrival and departure for each child. Staff have been reminded of the importance of stopping other tasks & prioritizing attendance sign ins.	7/15/26	
7	251.04(6)(c) **Daily Attendance Record - Transportation** Description: The daily transportation attendance record does not contain the actual time the child was dropped off for Child #7 on 6/25/26 when the drop off time was not recorded. Repeat violation: Previously cited on 2/11/2025	Transportation will adhere to charting actual times for pick ups & drop offs when picking up children.	7/15/26	
8	251.04(7)(a) **Disclosure Of Personal Information** Description: Personal information regarding children is disclosed when a sheet entitled "Transportation Route" containing children's first and last names, parent contact information, and pick up and drop times and addresses is posted in plain view on the wall in the hallway.	Transportation sheets were removed and placed directly in the classrooms w/o personal information shown.	7/15/26	

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9	251.05(2)(a)2. **Staff Record - Completed Background Check** Description: Staff J, who has been employed since 4/22/24, does not have documentation from the department, either paper or electronic, that indicates that a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13, and the person is eligible to work in a child care program.	Owner has taken care of background check for staff member who was hired 5/26. Staff was accidentally deleted from portal.		
10	251.05(2)(a)3.a. **Staff Record - Physical Examination** 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 H and J. The report on file for Staff H does not indicate she is physically able to work with young children. Staff J, who has been employed since 4/22/24, does not have a physical examination report on file. Repeat violation: Previously cited on 2/11/2025	Staff have been advised to schedule their physicals with their primary care physicians. Staff have informed center that apts have been scheduled and documentation will be turned in as soon as apts are completed.	8/21/2025	

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11	251.05(2)(a)6. **Staff Record - Days & Hours Worked** 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. Staff F is documented as meeting the staff-to-child ratio in the Two-Three year old and Infant classrooms when she is not in these classrooms and the children signed into the Two-Three year old classroom on the daily attendance record are being cared for in a different classroom. Repeat violation: Previously cited on 2/11/2025	Staff F will sign out of the classrooms when other duties requires her to attend to those things in other areas. Two year old classroom will be merged into the infant room when needed.	7/16/26	
12	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff H and Staff J do not have current certificates of completion on file for Infant and Child CPR with AED. The certificate on file for Staff H expired on 3/28/26. Staff J's certificate expired in April 2026. Repeat violation: Previously cited on 2/11/2025	Staff have been advised to turn in their CPR forms, as both employees had them completed prior to expiration dates.	7/16/26	
13	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff H, I. and J have not completed the required training on child abuse and neglect within one week after beginning work at the center. In addition, the child abuse and neglect trainings on file for Staff F and G are expired. Staff F's training expired on 2/5/26; Staff G's on 2/7/26. Repeat violation: Previously cited on 2/11/2025, 7/22/2024	Staff have been advised to take the online trainings. Staff have completed training 8/6-8/10.	8/10/26	

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14	251.05(4)(a) **Staff Orientation - Develop, Implement, Document** Description: Staff H and Staff I do not have documentation on file demonstrating documentation of completion of an orientation within their first week at the center. Staff H has been employed since December 2024; Staff I since 4/20/26.	Proper orientation will be completed on staff was not hired until 5/26 and was staff only a prospective hire in 12/24.	8/18	
15	251.055(1)(a) **Supervision Of Children** Description: Each child is not supervised by a child care worker who is within the sight & sound of the children to guide the children's behavior & activities, prevent harm, & ensure safety when Staff G repeatedly leaves 5 children in the Preschool Classroom alone outside of sight supervision including on one occasion when she is observed in the bathroom located outside the classroom spraying the bathroom with air freshener.	Staff will notify center director or other teachers when staff need to leave the classroom for any reason. This will ensure children are always supervised.	7/16	
16	251.055(1)(f) **Child Tracking Procedure** Description: The center failed to adhere to a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times. There is no list of children's names in the Infant and Preschool Classrooms. The Preschool classroom teacher (Staff G) reported she did not complete child tracking on the day of the monitoring visit. The tracking document brought into the infant classroom following the department's arrival is inaccurate.	Staff were talked to regarding tracking methods and signing children in and out as children arrive and leave the classroom as well as on the attendance sheets. Center director will handle signing in before teachers arrive for their shifts.	7/16/26	

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17	251.06(11)(b)8. **Outdoor Play Space - Prohibited Surfaces** Description: Slides are observed placed over asphalt in the outdoor play space. Concrete and asphalt are prohibited under climbing equipment, swings and slides. NOTE: This violation was corrected when the center director removed the slides from the outdoor play space during the monitoring visit.	Slides were removed immediately.	7/14	
18	251.07(1)(d) **Daily Routines** Description: Children in the Infant and Preschool classrooms are observed waiting for lunch service from at least 11:19 AM -11:55 AM. During this time children in the infant classroom are crying and are repeatedly instructed to return to the table to wait.	Teachers will utilize transition activities such as storytime, music/movement to ensure less waiting time during lunch preparation.	7/16	

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19	251.07(2)(b) **Policy - Child Guidance** Description: The center failed to implement its written policy that provides for positive guidance and re-directions in the Preschool classroom when Staff G made comments including "You can't leave the room. In life you're not always going to win. If you don't win does that mean you cry or react? Stop! Relax! If you gonna cry you not gonna play anymore. If you can't play right you won't play again. Sit down and wait. Everybody's waiting on you. Stop! You messin your hair up. Go look in the mirror and fix your hair." A teacher stated to a toddler in the infant room "You can sit in the chair-it don't hurt." Repeat violation: Previously cited on 7/22/2024	An in-service training for staff was given. Positive affirmations, utilizing calming station when needed to give guidance and redirections. Tones and spoken words towards children were demonstrated and handouts were also provided to staff. Staff G also had separate meeting with owner and center director regarding her behavior.	7/16/26	
20	251.07(5)(a)4. **Meals & Snacks - Minimum Meal Requirements** Description: USDA minimum meal and snack requirements are not always met. Milk was not served to all children with lunch & the serving size did not meet USDA requirements. In addition, per review of the July 2026 menus the required fruit and vegetable component is not always served with lunch. For example, on 7/10/26 "Pineapples and plain chips" were served with a ham and cheese sandwich. Per the July 2026 snack menu only one of the two required snack components is served and sometimes the snack component served does not meet USDA requirements including bomb pops, popsicles and vanilla wafers. Repeat violation: Previously cited on 7/22/2024	Meal planning will be monitored and changes will be made to accommodate the meal requirements and serving sizes July snacks were in honor of celebrating our patriotic month.	7/16	

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21	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. The most recent documented review is dated November 24, 2024. Repeat violation: Previously cited on 2/11/2025	Medical log book and 6 month review will be conducted and adhered to by center director.	7/16/26	
22	251.07(6)(f)1.a. **Medication Administration - Parent Authorization** Description: An inhaler for Child #6 is present on the premises without a current authorization to administer the medication. The medication authorization completed by the parent expired on 1/22/26. The inhaler was administered to Child #6 on 4/27/26 per an entry in the center medical log book.	Parent signed updated authorization form for medication administration.	7/16	
23	251.08(4)(b) **Driver Orientation - Requirement** Description: There is no documentation on file for Driver F and Driver J demonstrating they were provided with the required driver training prior to each driver transporting children. Repeat violation: Previously cited on 2/11/2025	Training for Driver F and J were conducted.	7/17	

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24	251.08(4)(c)1. **Driver Record - Obtain & Review** Description: The licensee failed to obtain a copy of the driving record prior to Driver J transporting children. Driver J transported children the morning of the monitoring visit. In addition, the driving record on file for Driver F expired on 7/29/25. Repeat violation: Previously cited on 2/11/2025	Driving records were requested and ordered for staff F and J.	8/4	
25	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Infant & Toddler Intake information on file for Child #4 and Child #5 has not been updated every three months as required.	Updates were made for these children	7/17	
26	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: Per observation of a diaper change the diaper changing surface was cleaned first with a bleach water solution and then a soap water solution.	Bleach and soap bottles were relabeled, staff was spoken to in order to address and adhere to proper cleaning and diaper changing procedures.	7/16	

NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued
8/5/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed