

Date Correction Plan Due  
7/26/2022

## NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL  
715-361-7700

**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 Sunshines Learning Center II LLC

7000590127 / 001 - 2005145

Address - Facility (Street, City, State, Zip Code)

9241 County J Minocqua WI 545489321

Telephone Number

715-358-5437

Date - Regulation Visit

6/29/2022

Rule/Statute Number  
Noncompliance Statement

Correction Plan

Expected  
Completion Date

Verification  
Date

1

251.04(6)(b)

Current, Accurate Daily Attendance Record

Description: Per review of classroom attendance sheets for the weeks of June 13th and June 20th, 2022, dates of birth and last names of children are missing for numerous children during the week of June 13, 2022.

Add last names & birth dates & enforce all staff double check they are present going forward.

7.15.22

2

251.05(2)(a)3.a.

Staff Record - Physical Examination

Description: Staff C and Staff F do not have documentation of a health exam on file. Staff C's exam was due 5/25/22 and Staff F's exam was due 5/1/22.

Staff have been waiting for their appointments to be seen.

Complete physicals

10.15.22

Name - Certified Operator / Licensed Center Little Sunshines Learning Center ll Llc		Provider Number / Facility ID Number 7000590127 / 001 - 2005145		
Address - Facility (Street, City, State, Zip Code) 9241 County J Minocqua WI 545489321		Telephone Number 715-358-5437	Date - Regulation Visit 6/29/2022	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
3	<p>251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b></p> <p>Description: Per review of classroom sign-in sheets and staff schedules, Staff B and D, who have not met the qualifications of a teacher, were in charge of a group of children in the 1 year-old classroom on 06/13/2022. On 06/17/2022, Staff D and E, who have not met the qualifications of a teacher, were in charge of a group of children in the 1 year-old classroom.</p> <p>Repeat violation: Previously cited on 4/27/2022</p>	<p>Make sure leads know not to sign out prior to their assistance &amp; always have a lead present.</p>	7.15.22	
4	<p>251.055(1)(i) <b>Person In Sole Charge Of Children - Minimum Age</b></p> <p>Description: Based on interview of Director and review of classroom sign-in sheets for the weeks of June 13th and June 20th, Staff A, who is 17 years old, has been left in charge of a group of children during opening or closing hours on occasion from approximately 05/18/2022 through 06/24/2022.</p> <p>Repeat violation: Previously cited on 4/27/2022</p>	<p>Explanation of exception rule granted by DCF for 17yr old to be in ratio, but not alone. Staff no longer alone for short periods of time.</p>	7.15.22	

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5	<p>251.055(2)(g)1. <b>Naptime - Staff-To-Child Ratio Supervision</b></p> <p>Description: Per review of classroom sign in sheets, one staff was supervising two separate groups of children in the 3-4 year-old classroom and the school age classroom on the following dates: 06/13, 06/14, 06/20, 06/21, and 06/22/2022.</p> <p>On 06/17/2022, one staff was supervising two separate groups of children in the 2-3 year-old classroom and the school-age classroom.</p> <p>Repeat violation: Previously cited on 4/27/2022</p>	<p>Make sure staff sign out @ appropriate times and rotate breaks so someone is in every room while children sleep.</p>	7.15.22	
6	<p>251.06(11)(b)7. <b>Outdoor Play Space - Enclosure</b></p> <p>Description: As measured with the center director during the visit, there areas of the outdoor fence that are between 42" and 47" in height.</p> <p>Repeat violation: Previously cited on 8/2/2021</p>	<p>Replace entire fence.</p>	8.15.22	
7	<p>251.06(3)(b)2. <b>Emergencies - Practice Written Plans</b></p> <p>Description: Per interview of Director, tornado drills have not been conducted for April and May 2022.</p>	<p>Alarms for reminders for drills.</p>	7.15.22	

[illegible]