

<b>Date Correction Plan Due</b> 1/22/2024	<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> Little Wanderers Inc		<b>Provider Number / Facility ID Number</b> 2000591452 / 001 - 2006635		
<b>Address - Facility (Street, City, State, Zip Code)</b> 2657 Browns Lake Dr Burlington WI 531059798		<b>Telephone Number</b> 262-758-6060	<b>Date - Regulation Visit</b> 1/5/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Daily Attendance sheet observed inaccurate. There were four children present in the classroom but only three were signed in.	The Little Wanderers attendance sheet documentation policy will be reviewed with each staff member. Current activity needs to stop for a proper sign in/out time when a drop off or pick up occurs.	1/8/2024	
2	251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b>  Description: There was no Educational qualification on file for the position held by Staff B.	All staff documents obtained via online format will be printed and placed in physical file folders, immediately upon receiving them.	1/5/2024	

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3	251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b>  Description: The staff member working alone in the Toddler Classroom did not have the education qualification on file for a lead teacher.	All full-time staff will obtain "lead teacher" status by taking required DCF courses, within their first 240 hours of employment, to be eligible to supervise either room when a designated lead teacher is absent.	01/08/2024

**NAME - Agency Worker**  
Tameka Thompson

**Date Issued**  
1/8/2024

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

*Megan Kurth*

**Date Signed**  
1/8/2024