| Date Correction Plan Due<br>4/16/2026 | **NONCOMPLIANCE STATEMENT AND CORRECTION PLAN** | TO FILE A COMPLAINT CALL<br>920-785-7811 |
|---|---|---|

**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**<br>Little Lambs Childcare | | **Provider Number / Facility ID Number**<br>7000592597 / 001 - 2007737 |
|---|---|---|
| **Address - Facility (Street, City, State, Zip Code)**<br>325 E Decorah Rd West Bend WI 530954005 | **Telephone Number**<br>262-343-1087 | **Date - Regulation Visit**<br>3/30/2026 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 1 | 251.04(6)(a)6m.<br>**Child Record - Immunization History**<br><br>Description: Based on records review, the immunization records were missing for child #1. | Inform parents of Child #1 about missing form - completed on 4/1/26, parent confirmed a regular doctor appointment is already scheduled for child #1 and will send updated immunization confirmation after the appointment | 4 / 3 0 / 2 6 | |
| 2 | 251.05(2)(a)1.<br>**Staff Record - Personal Information**<br><br>Description: Based on records review, the program did not have a staff form on file for staff member A. | Staff member A will fill out a staff form to put into their file by 4/8/26. Additionally, all staff files will be reviewed and any missing forms will be assigned to the corresponding staff members, with a due date given as 4/30/2026 | 4 / 3 0 / 2 6 | |

| Name - Certified Operator / Licensed Center | | Provider Number / Facility ID Number | | |
|---|---|---|---|---|
| Little Lambs Childcare | | 7000592597 / 001 - 2007737 | | |
| **Address - Facility (Street, City, State, Zip Code)**<br>325 E Decorah Rd West Bend WI 530954005 | | **Telephone Number**<br>262-343-1087 | **Date - Regulation Visit**<br>3/30/2026 | |
| | **Rule/Statute Number**<br>**Noncompliance Statement** | **Correction Plan** | **Expected Completion Date** | **Verification Date** |
| 3 | 251.05(2)(a)3.a.<br>**Staff Record - Physical Examination**<br><br>Description: Based on records review, the program did not have a heath examination form on file for staff member D. | Staff member D will fill out the health form to put into their file by 4/30/26.<br>Additionally, all staff files will be reviewed and any missing health forms will be assigned to the corresponding staff members, with a due date given as 4/30/2026 | 4/30/2026 | |
| 4 | 251.05(2)(a)8.<br>**Staff Record - Orientation**<br><br>Description: Based on records review, the program did not have the orientation forms on file for staff members A,B, and D. | Orientation forms for staff members A,B, and D were assigned, reviewed, and signed. Additionally, any other missing orientation forms for current employees were assigned, reviewed, and signed. | 4/7/2026 | |
| 5 | 251.06(11)(b)7.<br>**Outdoor Play Space - Enclosure**<br><br>Description: In the older children's playground, there were large areas of the fence that were between 2 to 4 inches short of the required 4 foot height. | The center maintenance team was contacted to determine the best course of action -- either digging out the bottom of the fence approx. 4 inches, or adding a 4-6 inch extension to the top of the fence. The chosen action plan will be reviewed/approved by the center board before work starts. | 6/15/2026 | |
| 6 | 251.06(11)(bm)3.<br>**Outdoor Play Equipment - Construction, Condition**<br><br>Description: In the older children's playground, there was a wood truck that had peeling paint. | The wooden play bus/truck will be sanded and repainted with outdoor-rated paint. | 5/30/2026 | |

| Name - Certified Operator / Licensed Center | | Provider Number / Facility ID Number | |
|---|---|---|---|
| Little Lambs Childcare | | 7000592597 / 001 - 2007737 | |
| **Address - Facility (Street, City, State, Zip Code)**<br>325 E Decorah Rd West Bend WI 530954005 | | **Telephone Number**<br>262-343-1087 | **Date - Regulation Visit**<br>3/30/2026 |
| | **Rule/Statute Number**<br>**Noncompliance Statement** | **Correction Plan** | **Expected Completion Date** / **Verification Date** |
| 7 | 251.06(2)(gm)<br>**Premises - Well Drained, Clean, In Good Repair**<br><br>Description: In the Courage Room, there was a sink that was not working properly. | The sink is being replaced with a new sink and cabinetry. Cabinets have been ordered already, with the exact installation date to be determined. | 6/30/2026 |
| 8 | 251.06(4)(a)<br>**Fire Extinguishers - Operable, Inspected, Labeled**<br><br>Description: Based on observation, the centers' fire extinguishers were overdue for an inspection. The tags showed they were inspected in February of 2025. | All fire extinguishers were inspected and signed off on 3/13/26, with the most recent annual inspection done September 2025. Photo evidence of extinguisher tags will be sent along with this correction plan for documentation. Next inspection is set for mid-April 2026. | 4/6/2026 |
| 9 | 251.07(6)(j)5.<br>**Supply Of Bandages, Tape & Band-Aids**<br><br>Description: The first aid kit in the Peace Room did not have bandages. | The first aid kit in the Peace Room will be refilled with bandaids, additionally, all classrooms' first aid kits will be checked and refilled as needed. | 4/30/2026 |
| 10 | 251.09(1)(j)<br>**Infant & Toddler - Crib Mattresses & Coverings**<br><br>Description: In the infants room, there were 4 pack and plays with mattress covers that did not fit tightly. | Crib mattress sheet clips have been ordered and will be applied to loose sheets on any and all pack'n'plays in the respective classrooms using cribs or pack'n'plays. | 4/10/2026 |

| Name - Certified Operator / Licensed Center | | Provider Number / Facility ID Number | |
|---|---|---|---|
| Little Lambs Childcare | | 7000592597 / 001 - 2007737 | |
| **Address - Facility (Street, City, State, Zip Code)**<br>325 E Decorah Rd West Bend WI 530954005 | | **Telephone Number**<br>262-343-1087 | **Date - Regulation Visit**<br>3/30/2026 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 11 | 251.09(3)(a)2.<br>**Infant & Toddler - Food & Formula Brought From Home**<br><br>Description: In the Infants Room, there were two baby bottles containing formula that were not labeled with the children's names and dates. | Baby bottles and any food containers from home will be marked by parents or by staff, and then checked each morning at drop offs. Any bottles or containers missing a child's name will be labeled with a permanent marker or name sticker. | 4/30/2026 | |

**NAME** - Agency Worker
Gloribel Tegen

Date Issued
4/2/2026

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

Date Signed
4-8-2026