DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 4/23/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 608-422-6765

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 The Learning Experience		**Provider Number / Facility ID Number** 7000593787 / 001 - 2008763	
Address - Facility (Street, City, State, Zip Code) 2750 Ironwood Dr Sun Prairie WI 535908819	**Telephone Number** 608-478-1190	**Date - Regulation Visit** 4/6/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.04(2)(c) **Current, Accurate Information** Description: Center staff did not provide accurate information when Staff C stated to the licensing representative that Infant B room staff called and informed Staff E about a fall from a high chair around noon on 3/30/26, but Staff E denied speaking with Infant B room staff around noon on this date.	All staff have been informed of the importance of providing accurate information when reporting accidents and incidents	4/23/26	

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2	251.04(4)(a)2.c. **Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication** Description: Notification was not made immediately and did not provide sufficient detail to reasonably apprise the parents after Child 1 fell out of a high chair that was 3.5 feet tall on to linoleum on 3/30/26 around noon. Parents were not notified until 12:57 p.m. and had to request further information, such as the height that the child fell from. Child 1's parents were informed on 3/19/26 that their child hit their head on 3/18/26. Review of the medical log book showed another head bump that occurred to Child 1 on 3/20/26 that parents were never made aware of.	Effective immediately all staff, including management are aware that any injury above the shoulders must ~~was~~ be notified to parents IMMEDIATELY. Staff are also informed on how to place outside calls from classrooms at staff meetings on 4/7/26	4/7/26	
3	251.04(7)(a) **Disclosure Of Personal Information** Description: Personal information was disclosed without permission on 3/20/26 when Child 2's prescribed medication was sent home with Child 1's family.	Staff involved in this incident is no longer employed. all other staff that handles medication was retrained on importance on verifying label prior to handling medication	4/7/26	
4	251.05(2)(a)1. **Staff Record - Personal Information** Description: Staff A assumed the role of lead teacher of the Infant B classroom but this change in role was not documented in their file.	All active staff files are being reviewed to ensure all documentation is up to date with proper roles	5/15/26	

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5	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff B and Staff C did not have documentation of completion of a physical examination in their files, due within 30 days of hire.	All staff files are being reviewed to ensure all documentation is up to date in all files	5/15/26	
6	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Staff C, who provides care and supervision to children under 5 years of age, did not complete training on preventing abusive head trauma prior to beginning to work with children under 5 years of age, when the staff began working in classrooms for this licensee September 2025, but the training was not completed until months later.	All staff now must complete Abusive head trauma prior to entering a classroom	4/10/26	
7	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff C did not obtain training in infant and child cardiopulmonary resuscitation and automated external defibrillator within 3 months after beginning to work with children in care when the training was due in December of 2025, but it was not completed until February of 2026.	All staff now hired must complete CPR within 30 days of hire. Any staff without CPR currently must complete by 5/15/26	5/15/26	

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8	251.05(3)(g)1. **Assistant Child Care Teacher - Supervision** Description: Staff B and Staff C were the only child care workers in the Infant B classroom on 3/30/2026 at noon, but neither staff was qualified as a lead child care teacher.	All classrooms will be staffed with a lead teacher between the hours of 830am-430pm.	4/23/26	
9	251.05(3)(g)2. **Assistant Child Care Teacher - Qualifications** Description: Staff C was hired in September of 2025 but did not complete entry level training to qualify as an assistant teacher by 4/6/2026, but this was due within 6 months after assuming the position.	All staff brought on will be signed up for classes within 30 days of hire. Any current staff have been enrolled in classes with completion dates within the next 60 days	6/15/26	
10	251.055(1)(a) **Supervision Of Children** Description: Staff B and Staff C were signed in to care for Child 1 when the child fell out of a high chair and sustained injuries. Neither child care worker saw the fall and neither worker was close enough to prevent harm and ensure safety.	All staff have been trained on proper high chair safety and supervision techniques at our staff meeting on 4/7/26	4/7/26	

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11	251.055(2)(b) **Staff-To-Child Ratios - Minimum** Description: Minimum staff-to-child ratio was exceeded on several occasions, for example: 3/30/26 Infant B for at least 15 minutes in the morning Staff A was signed in alone with 5 infants. 3/30/26 Toddler C for over 20 minutes in the late morning when Staff H was signed in to care for 8 children who were 1.5 to 2.5-years-old. 4/1/26 Toddler C for nearly 3 hours in the morning when Staff D was signed in to care for 2 children who were not yet 1.5-years-old and 5 who were between 1.5 and 2.5-years-old.	Staff to child ratios will be maintained by staff at all times during hours of operation. Staff will contact management if there is a risk of the class room being out of ratio.	4/23/26	

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12	251.055(2)(d) **Mixed Age Group With Children Under Age 2 - Group Size** Description: Infants/ toddlers were part of mixed-age groups that exceeded 8 children, including: 3/30/26 Infant A in the morning for over 15 minutes. At most there were 11 for about 8 minutes. 3/30/26 Toddler A for about an hour in the morning when there were 9 and some were not yet 1.5-years-old. 3/30/26 Twaddlers for 2 hours in the morning when there were 11, including 1 child who was not yet 1.5-years-old. 4/1/26 Twaddlers for nearly 2 hours in the morning. At most there were 17, including 1 not yet 1.5-years-old, 13 between 1.5 and 2.5-years-old and 3 who were 2.5 but not yet 3-years-old.	All staff have been retrained on under two age groups. Staff will maintain proper mixed age groups only with children over 18 months with appropriate ratios at all times..	4/23/26	
13	251.055(2)(e) **Mixed Age Group Of Children Over Age 2 - Group Size** Description: On 4/1/26 the Prepper A classroom exceeded maximum group size allowed and minimum ratio requirements for nearly two hours in the morning when Staff J and Staff K were the only staff signed in to care for 19 children, including 12 who were 3-years-old and 7 who were 2.5-year-olds.	All staff have been retrained on proper ratios and daily notify management if classrooms are at risk of being out of ratio.	4/23/26	

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14	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: The premises was not clean when Kix cereal was listed on the menu for Tuesday, but a few Kix pieces were found under kitchen equipment on Thursday 4/2/26, and the same pieces of cereal were again observed on 4/6/26.	Kitchen has been deep cleaned and all debris has been removed Cleaning checklist going forward	4/23/26	
15	251.07(3)(a)1. **Indoor Equipment - Developmental Level, Size** Description: On 3/19/25 an 8-month-old, Child 5, was being cared for in Toddler A when the child was allowed to sit at a table with toddlers despite not yet being developmentally able to sit in a chair without assistance. As a result, the child slid and hit their lip on the table.	Children will only be placed in developmentally appropriate furniture going forward.	4/23/26	
16	251.07(3)(a)5. **Indoor Equipment - Intended Use** Description: on March 30, 2026, manufacturer's instructions for a high chair were not followed when Child 1 fell out of a high chair and sustained injuries after a child care worker removed the tray, but not the infant, and walked away to place the tray on a sink that was at least 15 feet away. The manufacturer's instructions tag on the high chair says, "Always use restraints and adjust to fit snugly. Tray is not designed to hold child in chair. Stay near and watch your child during use."	All staff have been trained on proper high chair safety and supervision techniques including properly adjusting restraints at staff meeting on 4/7/26	4/7/26	

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17	251.07(5)(a)6. **Menus - Changes** Description: Daily logs showed children were fed chicken tenders on the last two Mondays in March of 2026, but none of the posted menus showed that children were ever fed chicken tenders on a Monday. Daily logs in the center app incorrectly reported to parents that infants were fed honey mustard dipping sauce, causing concern for risk of infant botulism. The licensing investigation confirmed that infants were likely not fed honey.	Previous staff is no longer employed. New cook is trained ~~and~~ to update the menu to reflect any alterations. App has been updated to reflect proper options for lunches.	4/23/26	
18	251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description: Medical log books were not documented as reviewed every 6 months, as required.	All log books have been reviewed and updated	4/23/26	
19	251.07(6)(f)5. **Medication Administration - As Labeled & Authorized** Description: All medication was not administered as directed when staff were instructed to administer medication to Child 6 three times a day between March 18 and 24 but there was no documentation that showed Child 6 received any medication on March 20, despite being in care that day, and a March 19 morning dose was not documented to show that it was administered, either.	Management have reviewed medication administration procedures to ensure no medication doses are missed in the future	4/23/26	

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20	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: Admission information for two infants, Child 7 and Child 8, was not on file in the Infant B room, the room the children were being cared for in on 3/31/26. The infants are usually assigned to the Infant A room, and their admission information was still in the Infant A room.	Under two intake forms for all children will be updated and placed in all classrooms with children under the age of two	5/15/26	
21	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Child care workers did not document changes in development and routines every three months based on discussion with the parents, as required. All intakes in Infant B were reviewed on 3/31/26. Of those, two intakes had never been updated and were due (Child 5 and Child 9), one was updated but not reviewed at least every 3 months (Child 10) and one had been updated, but was overdue for another update (Child 11).	All Under two intake forms will be updated and then a calendar reminder set for every 3 months going forward	5/15/26	

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22	251.09(1)(d) **Infant & Toddler - Assignment To Room & Caregiver** Description: Each infant and toddler was not cared for by a regularly assigned child care worker in a self-contained room or area when child supervision records showed children younger than 1.5-years-old experiencing multiple classrooms and caregivers throughout the day. For example, on 3/30/26 infants Child 1 and Child 6 were cared for by 6 workers in 2 rooms. On 4/1/26 17-month-old Child 3 was cared for by 9 workers in 4 rooms, 16-month-old Child 4 was cared for by 6 workers in 3 rooms and 8-month-old Child 5 was cared for by 6 workers in 2 rooms.	Management will prepare to ensure infants and toddlers are not moved multiple times during the day. Management will focus on consistency of staffing in classrooms as teachers gain required certification.	4/23/26	
23	251.09(4)(a)5. **Infant & Toddler - Soiled Diapers Disposal** Description: Infant B and Toddler A classrooms' diaper disposal containers were not hands-free, as required, when the tops of the containers were swinging tops, requiring the user to touch the container to dispose of diapers.	All garbage cans have been replaced with hands-free receptacles	4/23/26	

NAME - Agency Worker
Cierrena Schoville

Date Issued
4/16/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Allyson Kelly

Date Signed
4/22/2026