Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
5/22/2026		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 Minnies Early Lrng Ctr	1000594401 / 001 - 2009268

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3410 W Mckinley Blvd Milwaukee WI 532082960	262-219-7179	5/11/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: Child 4 did not have a complete enrollment form in file for review	Child 4's complete enrollment form will be obtained and placed in the child record. The director will audit each enrollment file before attendance begins.	**5/15/2026**	
2	251.04(6)(a)6m. **Child Record - Immunization History** Description: Child 2 & 5 did not have immunization records or any documentation in file for review	Immunization records or other permitted documentation for Children 2 and 5 will be obtained and filed. Records will be checked before enrollment and at updates.	**5/15/2026**	

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3	251.04(8)(a) **Mandated Reporting - Child Abuse & Neglect** Description: Staff B did not have any documentation of completion or certificate in file for review	Staff B will complete mandated-reporter training, and the certificate will be kept in the staff file. The director will audit training records before staff work unsupervised.	**5/15/2026**	
4	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff A & B did not have a complete health report in file for review	Complete health reports for Staff A and B will be obtained and placed in their staff files. The director will track due dates and review files monthly.	**5/15/2026**	
5	251.05(2)(a)4.d. **Staff Record - Educational Qualifications** Description: Staff B did not have any certificates of training completion, registry certificate or training record available in file for review of completion of required training	Staff B's required training certificates, Registry record, or other approved proof will be obtained and filed. Qualifications will be verified before assignment.	**5/15/2026**	
6	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Staff B did not have a AHT certificate or any documentation of completion in file for review	Staff B will complete approved abusive-head-trauma prevention training, and proof will be filed before providing unsupervised infant care.	**5/15/2026**	

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7	251.055(1)(a) **Supervision Of Children** Description: Child in care was observed unsupervised in center. Child was in classroom hiding under high chair and staff was in another room	Effective immediately, children will remain within sight or sound as required. Staff will use name-to-face counts during every transition, and the director will monitor compliance.	**5/15/2026**	
8	251.06(10)(f) **Bathroom Supplies** Description: Tissue was not accessible in multiple bathrooms for children in care use	Toilet tissue will be stocked within children's reach in every bathroom. Staff will check and restock bathroom supplies at opening and throughout each shift.	**5/15/2026**	
9	251.06(2)(b) **Electrical Or Hot Surface Protection** Description: Outlets in multiple classrooms were uncovered and accessible to children in care	Child-safety covers will be installed on every accessible outlet. Opening and closing classroom checks will confirm all covers remain secure.	**5/15/2026**	
10	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: Paint can was observed under sink unlocked in bathroom accessible to children in care	The paint can and all potentially harmful materials will be moved to locked storage inaccessible to children. Staff will check locked storage daily.	**5/15/2026**	

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11	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: Written evacuations plan were not practiced or documented for the month of March or April	The center will practice and document required emergency plans each month. Current drills will be recorded on the drill log; missed prior records will not be backdated.	**5/15/2026**	
12	251.06(4)(jm)2. **Fire Alarms & Smoke Detectors - Testing** Description: Smoke detectors were not tested or documented for the months of March & April	All smoke detectors will be tested and documented monthly. A recurring reminder and director review of the monthly testing log will prevent missed tests.	**5/15/2026**	
13	251.06(9)(b)3. **Manual Dishwashing - 3-Step Procedure** Description: 3 step method was not utilized for manually washing of dishes	Staff will use the three-step wash, rinse, and sanitize process for manual dishwashing. Sanitizer strength will be verified with test strips, and staff will be retrained.	**5/15/2026**	
14	251.06(9)(d)2.a. **Food Storage - Dry Food** Description: Cereal was observed in original packaging and not in food grade containers or sealed	Opened cereal and other dry foods will be stored in labeled, food-grade containers with tight-fitting covers. Food storage will be checked weekly.	**5/15/2026**	

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15	251.07(5)(a)10. **Sharing Information About Food & Other Allergies** Description: Allergy list were not observed posted for awareness for staff of children in care allergies of peanuts	An allergy list, including the peanut allergy, will be posted where all caregiving staff can readily see it while protecting the child's information from public view.	**5/15/2026**	
16	251.09(1)(g) **Infant & Toddler - Safety Gates** Description: Safety gates were observed not in use at top or bottom of stair way	Approved safety gates will be securely installed and used at the top and bottom of the stairway whenever infants or toddlers have access to the area.	**5/15/2026**	
17	251.09(1)(j) **Infant & Toddler - Crib Mattresses & Coverings** Description: Sheets were observed not tight fitted on pack n plays in infant room	Only tight-fitting sheets made for each pack-and-play mattress will be used. Staff will inspect sleep equipment before every use and remove loose bedding.	**5/15/2026**	
18	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Childs bottle was observed unlabeled with childs name and date	Every bottle brought from home will be labeled with the child's name and current date before use. Staff will check bottles at arrival and before feeding.	**5/15/2026**	

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NAME - Agency Worker
Tiarra Trammell

Date Issued
5/15/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed