

Date Correction Plan Due 3/19/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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.

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Kiddie Kottage Learning Academy Inc		0000588150 / 002 - 2005908	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
1950 N Wisconsin St Elkhorn WI 531214524		262-723-4504	1/29/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(2)(h) Policies Submitted & Implemented Description: The center's Parent Handbook was updated multiple times since the center first opened in January of 2022. Parents were made aware of changes by email but updated policies were not submitted to the department within a reasonable timeframe.	<i>all updated policies have been submitted & will continue to be.</i>	<i>3/19/2026</i>
2	251.04(2)(j) Accurate Published Materials Description: The center website represented inaccurate information when Staff B was listed as director of this location and Staff E was listed as the director of another location. However, this is the only location currently in operation and it is administrated by both directors and the owner.	<i>all website information has been updated & is now accurate.</i>	<i>3/11/2026</i>

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3	<p>251.04(3)(h) Report - Change In Room Usage</p> <p>Description: An area previously used as storage was turned in to an infant classroom and this change in room use was not reported to the department.</p>	<p>Room was temp. used and has been moved back to original location. Future changes submitted for approval.</p>	1/30/26	
4	<p>251.04(4)(c) Communication With Parents</p> <p>Description: The center did not offer conferences at least twice each year to all parents, as required.</p>	<p>Scheduled conferences 2 times a year in Nov & May</p>	3/11/26	
5	<p>251.04(4)(e) Summary Of Rules Provided</p> <p>Description: The center has not been providing a summary of the licensing rules to the parents of each child upon enrollment, as required.</p>	<p>Link to summary now included in enrollment packet.</p>	1/30/26	
6	<p>251.055(1)(c) Supervision - Opening & Closing Hours</p> <p>Description: Staff A, an assistant teacher, provided sole supervision to a group of children without being supervised by a lead teacher during the lead's lunch break at around 10:30 a.m.</p>	<p>Assistant teacher moved to a coteacher position until class complete</p>	1/29/26	

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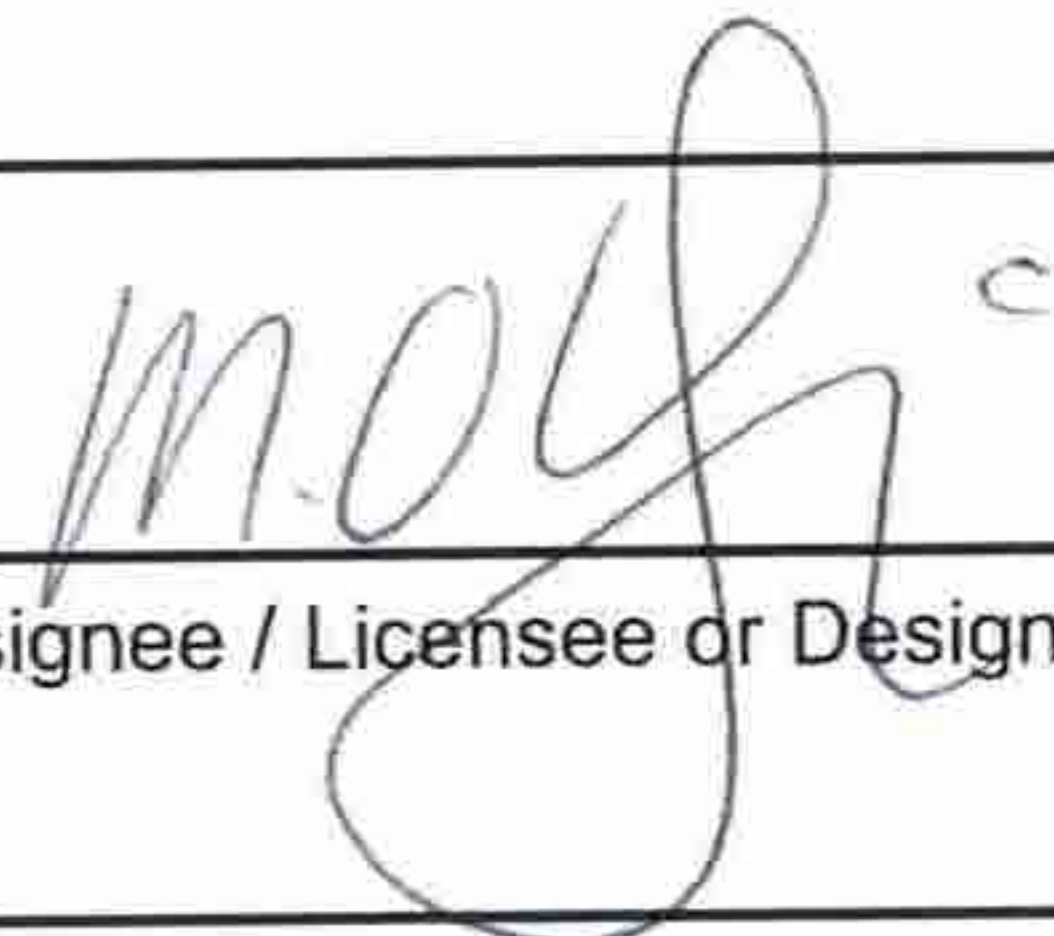
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7	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Hand sanitizer and bleach spray was sitting on a sink in the preschool classroom, within reach of children. Disinfecting wipes were in an unlocked cabinet in the bathroom, within reach of children.	all materials were immediately relocated to a shelf in a closet.	1/29/26	
8	251.09(1)(f) Infant & Toddler - Building Codes / Inspection Report Description: Infants were cared for in a room that did not have a direct grade-level exit and the building does not have sprinklers, so the building is not in compliance with applicable building codes that permit children under 30 months of age to be cared for in rooms without direct exits.	Room was temp. used and moved to original location following day	1/30/26	
9	251.09(2)(bm) Infant & Toddler - Sleep Position Description: Child 1, an infant, was observed to be sleeping in a swing and not in a crib, as required. When Child 1 was placed in the crib, the child fell back asleep immediately.	Employee educated on DCF standard of immediately moving & will be closely monitored.	1/30/26 + 3/12/26	

NAME - Agency Worker
Cierrena Schoville, Colleen Peterson



3/11/26

Date Issued
3/5/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed