

Date Correction Plan Due
2/13/2025

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
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)(f) 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 notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center: Little Garden Childcare Center Llc
Provider Number / Facility ID Number: 3000690873 / 001 - 2006003

Address - Facility (Street, City, State, Zip Code): 2015 W Atkinson Ave Milwaukee WI 532096815
Telephone Number: 414-550-6501
Date - Regulation Visit: 1/14/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)1. Child Record - Enrollment Information Description: There is no emergency contact information on file for Child #1.	Parent has provided our emergency contact name and number and it is now updated in file.	1/30/2025	

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2 251.04(6)(a)6. Child Record - Health History Description: Health history information on file for Child #1 and Child #3 is incomplete. The health history form on file for Child #1 identifies the child as having asthma, however triggers that may cause problems and steps the child care provider should follow have not been provided. Child #3 is also identified as having asthma however steps the provider should follow, when to call parents regarding symptoms or failure to respond to treatment, and when to consider that the condition may require emergency medical care or reassessment has not been provided.	Parent teacher meeting with parent discussing the file. Parent of child #2. updated and completed file. Parent of child #3 updated and completed file.	1/30/2025	
3 251.05(2)(a)1. Staff Record - Personal Information Description: Staff record information on file for Staff C fails to identify the reason for leaving a previous position in child care.	Staff C has completed Staff record form with updated details.	1/25/25	
4 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Documentation of the days and hours worked when the person was included in the staff-to-child ratio does not identify which classroom the person worked in.	Tracking sheets for classrooms are now updated with sign in sections for staff.	1/25/25	

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5 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff C has not completed training on child abuse and neglect reporting requirements within one week of beginning work at the center. NOTE: Staff C completed the child abuse and neglect training on 1/14/25 following the monitoring visit and the certificate of completion has been received by the department.	Staff C has completed the child abuse and neglect training.	1/14/25	1/14/25
6 251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: Staff D, who meets the qualifications of an assistant teacher, sometimes works alone with a group of children rather than working under the supervision of a child care teacher as required.	Moving forward a thorough check will be completed to ensure every teacher are working according to qualifications.	1/25/25	
7 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: The orientation on file for Staff D is incomplete. The orientation provided to and documented for Staff D is for Certified Child Care programs and therefore does not contain all required orientation items for Group Child Care.	Going forward every file will be completed and every staff will complete orientation before start date.	1/14/25	

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
8 251.07(5)(a)6. Menus - Changes Description: Changes to the planned menu have not been recorded on the copy of the menu kept on file and posted for parents. For example, on 1/14/25 the lunch served consisted of mixed vegetables, fruit, wheat bread, tater tots and a chicken patty. The menu states hamburger on buns, mixed vegetables and a banana was served.	If there is any change to the menu, a record of the original menu, and changed menu will be kept on file for records.	1/15/2025	

NAME - Agency Worker
Maureen Statten, Sara Cooney

Date Issued
1/31/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

02-03-2025