DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 7/7/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 715-930-1148

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**	
Happy Hearts Day Care Inc		6000557836 / 001 - 520474	
Address - Facility (Street, City, State, Zip Code) 3605 E 2Nd St Superior WI 54880	**Telephone Number** 715-398-6174	**Date - Regulation Visit** 6/10/2026	

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.04(2)(L)1.b. **Department Notices Posted** Description: An Order Letter with an Imposed Plan of Correction that was issued to the program on March 19th, 2026, was not posted and visible to parents as is required by rule.	Looking for order to post	7/31/26	
2	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: The attendance record was not current and accurate on the day of the licensing visit. When the licensing representative arrived, there were 19 total children in care of the center, and only 15 children were signed in. Later during the visit, after 2 children were picked up, there were 17 total children in care of the center, and only 13 were signed in. Repeat violation: Previously cited on 7/24/2025, 7/23/2024	I will look at the sign in sheet to make sure all kids are on it	6/11/26	

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3	251.05(2)(a)3.a. **Staff Record - Physical Examination** *Description: There was no physical examination on file for Staff D. Staff D has been employed by the center and providing care and supervision to children for over a year.* *Rule requires that a physical examination report is completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.* *Repeat violation: Previously cited on 7/24/2025*	This Staff has only been on the floor since May-26-She is Scheduling an appointed	7/31/26	
4	251.05(2)(a)6. **Staff Record - Days & Hours Worked** *Description: There is no documentation of days and hours worked by each staff member, and in what classroom they are counted in staff-to-child ratio, as is required by rule.* *Repeat violation: Previously cited on 3/4/2026*	working on complying the schedule to show who is where	7/31/26	
5	251.05(2)(a)7. **Staff Record - Continuing Education** *Description: There was no record of continuing education on file for Staff D, Staff F, or Staff G available for review by the licensing representative for the year 2025.* *Repeat violation: Previously cited on 7/24/2025*	We have enrolled in Continued program working on Classes	6/30/25 on going	

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6 *251.05(2)(a)8.* ***Staff Record - Orientation*** *Description: There was no documentation of a completed orientation for Staff E on file for review by the licensing representative. Rule requires that the licensee shall maintain documentation of a completed orientation for each adult who works at the center within their first week of work.*	Have completed 6/12/26	6/12/26	
7 *251.05(3)(c)* ***Cardiopulmonary Resuscitation Training*** *Description: Staff D was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the department.* *Staff C has a current CPR-AED certificate, but not from a department-approved course provider nor including infant and child CPR training components.*	taking class by 7/10/26 " "	7/10/26	
8 *251.05(3)(f)3.* ***Child Care Teacher - Entry-Level Training*** *Description: A child care teacher who has been providing sole supervision to groups of children did not have documentation of the entry level training requirements for the position that they hold.* *Repeat violation: Previously cited on 3/4/2026*	waiting for verification from the Registry for this - they are backlogged	8/1/26	

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9	251.05(3)(g)2. **Assistant Child Care Teacher - Qualifications** Description: An assistant teacher is required to complete entry level training within 6 months of the hired date. There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for Staff D, who has been employed at the center for longer than 6 months. This unqualified staff has been counted in staff-to-child ratio and providing supervision to groups of children.	Certificate now provided	6/12/26	
10	251.055(1)(i) **Person In Sole Charge Of Children - Minimum Age** Description: It was observed by the licensing representative during the visit that a 17 year old staff member was providing sole supervision to a group of napping children. Rule states that no person under 18 years of age shall be left in sole charge of a child. Repeat violation: Previously cited on 3/4/2026	Staff had run to baby room + didn't think leaving for 2 min., while kids were asleep.. Won't do again	7/6/26	
11	251.055(2)(g)2. **Naptime - Staff-To-Child Ratio Persons In The Center** Description: It was observed during the licensing visit that staff-to-child ratios were not maintained in the center during naptime. The Assistant Teacher in the Infant Room left the premises for a period of time during naptime on the day of the licensing visit, and there were not sufficient qualified staff onsite to meet the required staff-to-child ratios.	Staff is now covered at nap time	6/12/26	

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NAME - Agency Worker
Amelia Gruber

Date Issued
6/23/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
7/7/26