DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
11/12/2026		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)	**Telephone Number**	**Date - Regulation Visit**	
3605 E 2Nd St Superior WI 54880	715-398-6174	10/21/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
	251.04(6)(b) **Current, Accurate Daily Attendance Record** *Description: Two children were present on September 28th, 2026, and their dates of birth were not documented on the attendance record as required by rule.* *Repeat violation: Previously cited on 7/13/2026, 6/10/2026, 7/24/2025*	updated attendance sheet.	10/28/26	

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2	251.05(2)(a)6. **Staff Record - Days & Hours Worked** *Description: Upon review of documentation available at the center, there was not an accurate record of days and hours worked and in*	I re-checked the paper work + saw the mistakes + changed input procedure	10/21/26	

	n classroom when child care workers were included in staff-to-child ratios on various days during the months of September and October 2026. Repeat violation: Previously cited on 8/19/2026, 7/13/2026, 6/10/2026, 3/4/2026	Previous page continued "	10/21/26	
3	251.055(1)(f) **Child Tracking Procedure** Description: The center's child tracking procedure was not followed on October 19th or 20th when there were no children signed into the PreK Room, however, the parent sign-in sheet indicated that preschool age children were present. It was observed during the monitoring visit on October 21st that there were 6 children present in the PreK Room, however, no children were signed in on the classroom attendance. Additionally, 6 children were present in the Infant Room, and only 1 child was signed in on the classroom attendance. Repeat violation: Previously cited on 8/19/2026, 7/13/2026	Corrected procedure on sheets	10/21/26	

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4	251.055(2)(9)2. **Naptime - Staff-To-Child Ratio Persons In The Center** Description: Staff-to-child ratios were not maintained in the center during naptime on October 20th, 2026. A staff member who was needed in staff-to-child ratio sat in their vehicle while taking their break, rendering them not immediately available if children wake up. Repeat violation: Previously cited on 8/19/2026, 7/28/2026, 6/10/2026	have extra staff in place, for breaks, had the correct staff Oct 19, Oct 20 staff member was sick - from now on staff will have to take breaks in building	10/28/26	
5	251.09(1)(e)			

	Infant & Toddler - Provider Training Description: An assistant teacher who is regularly assigned in the Infant Room has not completed the required entry-level course, The Fundamentals of Infant and Toddler Care, within 6 months as is required by rule.	Staff member is in the process of signing up for the class. In the future, I will work to learn more about the new website and can be more familiar with the class schedule	11/15/26	

NAME - Agency Worker
Amelia Gruber

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Issued
10/29/2026

Date Signed
10/29/26