

Date Correction Plan Due 1/2/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 715-361-7700
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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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Footsteps Family Childcare		9000588049 / 002 - 2004781		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
2821 Airport Ave Wisc Rapids WI 544947470		715-207-5394	11/24/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	250.04(2)(i)1.a. <b>Monitoring Results Posted</b>  Description: The center did not have the current statement of noncompliance and correction plan and warning letter posted  Repeat violation: Previously cited on 11/18/2024, 5/16/2024	put it up	ASAP	Jan 12 2026
2	250.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: Enrollment information for Child 1 and Child 3 was not available at the time of the monitoring visit.  Repeat violation: Previously cited on 5/16/2024, 12/14/2023	Send home <del>extra</del> notes	Feb 28 2026	<del>Feb 28</del> 2/28/26

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11/24/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>250.04(6)(a)1m. <b>Child Record - Health History</b></p> <p>Description: The center was missing health history information for Child 1, 2, 3 and 4 on the day of the monitoring visit.</p> <p>Repeat violation: Previously cited on 5/16/2024, 12/14/2023</p>	<p>Send home notes</p>	<p>Feb 28 2024</p>	
4	<p>250.04(6)(a)4. <b>Child Record - Physical Exam</b></p> <p>Description: Current physical examination for Child 1, 2, 3 and 4 were missing from the files on the day of the monitoring visit.</p>	<p>// //</p>	<p>// //</p>	
5	<p>250.04(6)(a)4m. <b>Child Record - Immunization History Compliance</b></p> <p>Description: Immunization records for Child 1 &amp; 4 were missing from their files on the day of the monitoring visit.</p> <p>Repeat violation: Previously cited on 5/16/2024, 12/14/2023</p>	<p>// //</p>	<p>// //</p>	
6	<p>250.05(2)(f) <b>Staff File - Continuing Education</b></p> <p>Description: Provider did not have documentation of the yearly requirement of continuing education hours for 2024 available for review during the monitoring visit.</p>	<p>I assumed they were visible on the registry I've already started 2024 training</p>		<p>Dec 2024</p>

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7	<p>250.05(3)(fm) Biennial Training - Child Abuse &amp; Neglect</p> <p>Description: Provider was missing documentation of having received training within the past two years on child abuse and neglect laws, identification and reporting.</p> <p>Repeat violation: Previously cited on 11/18/2024, 5/16/2024, 12/14/2023</p>	Find a free moment to take the class	Feb 28 2024	
8	<p>250.06(2)(c) Access To Materials Potentially Harmful To Children</p> <p>Description: Personal care items, allergy medication labeled "keep out of reach of children" were observed in the bathroom cabinets and drawers accessible to children during the licensing visit</p> <p>Repeat violation: Previously cited on 5/16/2024</p>	I just threw them away	12/30/25	12/30/25
9	<p>250.06(2)(e) Potential Source Of Harm On Premises</p> <p>Description: There were potential sources of harm inside and outside the premise such as electrical chord in the outdoor play space, loose golf clubs, dirty water and leaves in outdoor play space, the space heater was surrounded by a moveable fireplace screen in the area of care.</p>	<p>My son left a mess in the play area. I'll make sure he cleans his mess up. I can't always remove leaves &amp; water I'll do a better job</p> <p>I'll put the <del>screen</del> heater on the other side of the gate</p>	<p>outside - as soon as snow melts <del>heater</del> heater - 12/30/25</p>	heater 12/30/25

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10	250.06(2)(m) <b>Premises - Condition &amp; Repair</b>  Description: On the day of the monitoring visit a plastic bag of garbage was observed in the kitchen and diapering area.  Repeat violation: Previously cited on 5/16/2024	I can't always leave the children to throw trash away outside. I'll figure something out	?	Jan, 12, 2024
11	250.06(3)(b) <b>Emergency Plans - Practice</b>  Description: Center did not have documentation that fire and tornado drills had been completed in 2025  Repeat violation: Previously cited on 11/18/2024, 5/16/2024, 12/14/2023	I'm always misplacing the sheet when I take it down to document the drills. I'll tape it to the wall	Jan 2024	Jan 13, 2024
12	250.06(4)(a)4. <b>Smoke Detectors -Batteries</b>  Description: The center did not have batteries in the smoke detector in the area where care is provided.	The batteries were dead. I've already replaced them. We had NOT done our drill for the month yet	Dec 22 2025 date of last drill	Dec 22, 2025
13	250.07(7)(a) <b>Pets &amp; Animals - Health &amp; Immunization</b>  Description: The center did not provide documentation that the cat has current rabies vaccine and was in the space where care is provided.  Repeat violation: Previously cited on 11/18/2024, 5/16/2024	I picked up a new record from the vet on 12/19/25	12/19/25	12/19/25

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NAME - Agency Worker  
Kimberly Jasper

Date Issued  
12/18/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

# CERTIFICATE OF COMPLETION

*This certifies that*

**Heather Harriman**

*has successfully completed*

**Mandated Reporter Online Training**

1/22/2026

