

<b>Date Correction Plan Due</b> 10/24/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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> Ellie's Little Preschool Llc		<b>Provider Number / Facility ID Number</b> 2000590482 / 001 - 2005531		
<b>Address - Facility (Street, City, State, Zip Code)</b> 689 Wolf Rd Random Lake WI 530751264		<b>Telephone Number</b> 414-581-7222	<b>Date - Regulation Visit</b> 10/9/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: Based upon record review child 2 did not have documentation of immunization history within their file.	Had family do the waver	10/22/25	
2	251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b>  Description: Based upon record review child 3 did not have documentation of an initial health exam on file	Requested again his last day is 11/21/25	11/21/25	

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3	<p>251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b></p> <p>Description: Based upon review, during the visit to the center the staff files were not available for examination by the licensing specialists. One staff file was made available via email by the owner during the visit.</p>	They are in a box in the closet labled current staff files as they have always been sience 2021. Except the 1 I was working on	10/9/25	
4	<p>251.05(2)(a)5. <b>Staff Record - High School Diploma</b></p> <p>Description: Based upon record review, Staff A did not have documentation of a high school diploma or its equivalent within in the file.</p>	Had it it was in file attached it was sent to the registry 9/29/2025	9/29/2025	
5	<p>251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b></p> <p>Description: Based upon observation cleaning agents stored in the bottom of the kitchen sink were not locked and accessible to children in care that created</p>	discussed with staff	10/10/25	

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6	251.06(2)(i) <b>Deteriorating Paint</b>  Description: Based upon observation the paint in the preschool room in the southwest corner was deteriorated in an area accessible to children.	Hired a painter	11/30/25	
7	251.06(4)(e) <b>Extension Cord Use</b>  Description: Based upon observation, the microwave in the infant room was plugged into a surge protector, not directly into the wall.	Removed that day	10/09/2025	
8	251.06(4)(jm)2. <b>Fire Alarms &amp; Smoke Detectors - Testing</b>  Description: Based upon observation the document of fire alarm and emergency testing was not on premise, the staff on premise were not aware of where it was.  Repeat violation: Previously cited on 11/8/2024	Binder is always kept on the printer on cubbie main shelf in lobby area. Attaching also	10/09/2025	
9	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: Based upon review the medical log book in the infant room was not reviewed in the most recent six months.  Repeat violation: Previously cited on 11/21/2023	Reviewed	10/20/25	

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10	251.07(6)(f)4. <b>Medication - Refrigeration</b>  Description: Based upon observation the container in the infant fridge for medications was not present.	? We are small we only keep 1 in large Fridge I dont think seperate ones are required if we are a small center?	10/09/25	
11	251.07(6)(i)1. <b>Washing Child's Hands &amp; Face</b>  Description: Based upon observation a child under the age of 1 did not have their hands washed after being diapered.  Repeat violation: Previously cited on 11/8/2024	Incidental staff reported someone was climbing in room so she went to handle safty issue then washed hands I was told when we discussed hand watching procedures again. She understands	10/10/25	
12	251.09(1)(am) <b>Infant &amp; Toddler - Intake Information</b>  Description: Based upon record review child 3 did not have documentation of an update within the most recent three months.	Updating this month	11/21/25	
13	251.09(4)(a)3. <b>Infant &amp; Toddler - Diaper Changing Surface Disinfection</b>  Description: Based upon observation the two step process was not conducted after diapering a child in the infant room.	discussed with staff again same day	10/09/25	

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**NAME - Agency Worker**  
Amanda Holz, Dao Xiong

Date Issued  
10/10/2025

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

Date Signed

*Brooke SanFelippo*

10/23/25