INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated June 08, 2026 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
   - Do not include confidential information, including the names of children and staff.
   - Write in concise, plain English.
   - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
   - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."

2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.

3. Sign and date the form. Retain a copy for your records.

4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
   - **Email:** tiarra.trammell@wisconsin.gov **or**
   - **Fax:** (262) 446-7991 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     SOUTHEASTERN REGION
     635 N 26th ST

     MILWAUKEE, WI 53233

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: https://www.surveymonkey.com/r/LicenseFeedback. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
6/22/2026		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)(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
Little Feet Big Dreams Llc	6000593846 / 001 - 2008814

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
2347 W Fond Du Lac Ave Milwaukee WI 532061538	414-210-3926	6/5/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. **Child Record - Health History** Description: Several children in care were listed as having a medical condition however the health history forms were incomplete at the time of the monitoring visit. The forms were incomplete for child 1, 4,7, and 8.	Ensure that all parents fully answer all questions on health history forms accurately.	06/09/2026	
2	251.04(6)(a)6m. **Child Record - Immunization History** Description: Child 6 did not have a copy of an immunization record in the file for review at the time of the monitoring visit. Repeat violation: Previously cited on 1/22/2026	Ensure that all children have immunization records on file.	07/01/2026	

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3	251.04(6)(a)8.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Child 3 did not have a physical examination on file for review at the time of the monitoring visit.	Ensure that all children have physical examination on file.	07/01/2026	
4	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: There was not a staff health report on file for staff D. Repeat violation: Previously cited on 3/31/2026	Make sure each staff member have physical examinations on file.	06/08/2026	
5	251.05(2)(a)4.a. **Staff Record - Registry Certificate** Description: Staff A and C who have been employed for over 6 months do not have a WI Registry Certificate available for review or in the file at the time of the monitoring visit.	Staff A is the process to get training but is waitlisted until classes resume. Staff A will not be working at center until she is eligible to get training. Staff C has submitted membership to recieve registry certificate.	07/01/2026	
6	251.05(2)(a)4.d. **Staff Record - Educational Qualifications** Description: There were not education qualifications for review in the file for staff A at the time of the monitoring visit.	Staff A is in the process of getting qualification but will not be able to work until classes are complete.	06/08/2026	

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7	251.05(2)(a)5. **Staff Record - High School Diploma** Description: Staff A did not have documentation of a high school diploma in the file for review at the time of the monitoring visit. Repeat violation: Previously cited on 3/31/2026	Staff A did request for high school diploma she has to pick it up.	07/01/2026	
8	251.05(2)(a)8. **Staff Record - Orientation** Description: Staff orientation documentation was not on file or available for review for Staff D and E. Repeat violation: Previously cited on 3/31/2026	Both staff D and E have updated staff orientation forms located in file.	06/09/2026	
9	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Staff A did not have the required AHT training at the time of the monitoring visit. The staff person was observed caring for children.	Staff A has registered to take AHT training and the certificate will be located in file. Staff A will not be eligible for work until classes are completed.	07/01/2026	
10	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Mandated Reporter training for staff B and E was expired at the time of the monitoring visit.	Staff B and E will have updated mandated reporter training	06/09/2026	

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11	251.05(3)(f)3. **Child Care Teacher - Entry-Level Training** Description: Staff A did not have documentation of entry level experience in the file for review at the time of the monitoring visit. Staff A has been employed for 7 months and observed in a child care teacher role at the time of the monitoring visit.	Staff A will not be working at center until she has completed educational courses.	06/08/2026	
12	251.06(10)(h) **Toilets & Sinks - Water Temperature** Description: The water temperature in the bathrooms was above 120 degrees at the time of the monitoring visit.	Water temperature has been turned down and is safe for the children to use. Moving forward i will continue to monitor the temperature of water.	06/08/2026	
13	251.06(4)(a) **Fire Extinguishers - Operable, Inspected, Labeled** Description: The fire extinguishers in the program were observed as being over due for an inspection.	Be sure that fire extinguishers are tagged annually.	06/09/2026	
14	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Changes in development were not documented for child 6.	Ensure that parents fully understand the questions on all forms and update them if anything changes.	06/010/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
Dominica Shaw

Date Issued
6/8/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

LaTanya Pierce

Date Signed
06/10/2026