

Date Correction Plan Due 3/4/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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.

Name - Certified Operator / Licensed Center Immanuel Little Sprouts Llc		Provider Number / Facility ID Number 5000575395 / 002 - 2001996		
Address - Facility (Street, City, State, Zip Code) 700 N Bloomfield Rd Lake Geneva WI 531474761		Telephone Number 262-248-1897	Date - Regulation Visit 10/28/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(m) Health, Safety & Welfare Of Children Description: On October 17, 2025, 3-year-old Child 1 was allowed to use the bathroom without supervision. Before nap Staff B found Child 1 lying on the bathroom floor near an adult-sized toilet, crying, but Staff B did not assess the child's body for injury and did not escort the child back to the classroom. After nap a laceration was found on the child's groin area that required stitches.	Imposed plan of correction <i>attached.</i>	May 1, 2026	
2	251.04(3)(a) Report - Incident Or Accident Description: Child 1 sustained an injury that required medical treatment while in the care of the center, but center staff did not report to licensing within 24 hours of center staff becoming aware of the medical evaluation.	<i>attached.</i>	<i>12/9/25 2/11/26 3/27/26 (handbook)</i>	

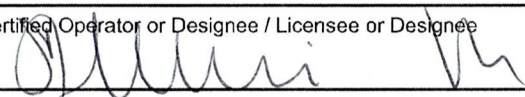
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700 N Bloomfield Rd Lake Geneva WI 531474761		262-248-1897	10/28/2025	
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3	<p>251.04(4)(a)2.c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication</p> <p>Description: Child 2 sustained a head injury while in care on October 29, 2025. Parents of Child 2 were immediately informed, but they were not given enough detail about the circumstances surrounding the injury to reasonably apprise them of the situation to allow them to make a decision whether to have their child be medically evaluated.</p>	attached	12/9/25 3/27/26 (handbooks)	
4	<p>251.04(8)(a) Mandated Reporting - Child Abuse & Neglect</p> <p>Description: Child 1 sustained a serious, unexplainable injury to their groin, an area of the body not typical of accidental injury, on October 17, 2025, but the injury was not reported to authorities, as required.</p>	attached	2/13/26 2/26/26 3/27/26 (handbooks)	
5	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: On October 17, 2025, Staff B allowed 3-year-old Child 1 to use the bathroom without supervision for more than 7 minutes.</p> <p>At nap time, the classroom was too dark to monitor children for symptoms of injury.</p> <p>Staff reported that they regularly allow children under the age of 7 to use bathrooms without supervision.</p>	<p>Imposed plan of correction</p> <p>attached</p>	May 1, 2026	

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NAME - Agency Worker
Cierrena Schoville

Date Issued
2/18/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

3/2/2026

1. DCF 251.04(2)(m) Health, Safety & Welfare Of Children

Staff B (same staff) was terminated. During our staff meeting held on December 9th, 2025, there was a discussion and handout that staff went over on steps of how to evaluate a child if you feel they have sustained an injury, along with proper steps on what needs to be done when it comes to getting help or calling 9-1-1.

The director will update the "Serious Injury/Accident Procedure and Parent Notification" in the Employee Handbook (along with the Parent Handbook) so staff are more aware on how to evaluate children for injuries and the proper procedures to follow with seeking help, informing parents and DCF on any injuries that will or may need medical attention.

During the staff meeting on February 11th, 2026, staff went over the importance of communication amongst each other about the children in their care, along with parents. Staff had to give verbal examples during the staff meeting. Steps or informing fellow staff were included in the steps for "Serious Injury/Accident Procedure and Parent Notification" in the Employee Handbook & Parent Handbook.

2. DCF 251.04(3)(a) Report - Incident Or Accident

The director spoke with the center's DCF representative and their supervisor on February 13th, 2026, and was given more clarification on when to contact licensing when a medical report was or hasn't been sent to the center by parents.

The director will update the "Serious Injury/Accident Procedure and Parent Notification" in the Employee Handbook & Parent Handbook by adding the step of how long a staff member has to report a suspected injury that may or may not need medical attention, along with the information that DCF requires after the center receives a copy of the child's medical evaluation (if obtained). If a parent does not turn in a medical evaluation form center, then DCF will reach out to the parents for further information.

3. DCF 251.04(4)(a)2.c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication

This staff member (same staff) was terminated due to this being a second major injury that was not addressed or handled correctly. After this child had woken up from nap the center director brought this child to use the bathroom, they questioned the child's demeanor of being abnormally emotional. The director was told that the child had bumped their head earlier. The center director hadn't been made aware that this child had bumped their head earlier. After finding this out, the director assessed this child and contacted parents to inform them that they believed the child had symptoms of a concussion. The center director then contacted the staff member who was already clocked out to gain more detail on the incident, as the incident report they had wrote for the parents lacked details.

During the center's staff meeting held on December 9th, 2025, staff had a discussion and went over a handout on what signs of a concussion in children may look like. All staff are aware that with any head injury, parents are to be notified immediately, as per

DCF rules and regulations. Staff were also told not to send incident/accident reports through the “notes” portion of the Lillio app, but through the “message” portion as the director sees these notifications instantly. Staff also went over what details to include when writing up incident/accident reports such as location of occurrence, time, objects or others involved, height of fall, any injury to the body with the location, etc. (these are important factors for parents to know if they choose to seek medical attention for their child). Staff were also told to seek additional help or guidance from director or fellow staff member on writing up incident/accident reports.

The director added a “Head Injury Process” to the Employee Handbook so staff are more aware of symptoms and what steps are to be followed when it comes to informing parents.

4. DCF 251.04(8)(a) Mandated Reporting - Child Abuse & Neglect

When the injury to this child was discovered by the staff member covering the lead teachers break, the center director assessed the injury and contacted the child’s parent immediately. With the transparent relationship the center had with the family and feedback from the teachers at this time, there was no thought of abuse or neglect.

Once the footage was reviewed from the center, it is assumed that the child’s injury occurred while in the bathroom. The center director had a meeting with their DCF representative and their supervisor on February 13th, 2026, to discuss this violation in more depth. The center director was trustworthy of the information they gained from this child’s teacher (who was terminated upon further investigation) and the relationship they had with the child’s parents. No matter the relationship with staff or families, all known and unknown injuries, whether seeking medical attention or not, must be reported within 24 hours’ notice to the proper authority. The director retook the Mandated Reporting course on February 26, 2026 (it was not expired).

The director will update the “Serious Injury/Accident Procedure and Parent Notification” in the Employee Handbook so staff are more aware on how to evaluate children for injuries and the proper procedures to follow with seeking help, informing parents, DCF and other proper authorities on any injuries that may or may not need medical attention.

The director will update the Mandated Reporting section in the Parent Handbook, and add one to the Employee Handbook, so it is clearer for parents and available for staff (with a chart of common and uncommon injuries in the employee handbook).

5. DCF 251.055(1)(a) Supervision Of Children

Staff are aware that children under the age of 7 years old are not allowed to be out of sight or sound per DCF rules and regulations, the terminated staff member had stated they got help from another teacher, when in fact they did not when footage was reviewed.

Staff B was terminated (same staff) from their position after findings of them allowing a child under the age of 7 to use the bathroom unattended for a long period of time. Viewing the footage, it is believed that the injury occurred the 2nd time the child was in the bathroom where Staff B is seen entering/exiting with the child. The long period of time the child was left in the bathroom unattended was not when the injury was believed to have happened after reviewing the footage.

During the center's staff meeting on December 9th, 2025, there was a discussion about the expectations were going to be going forward when children are using the bathroom. A Bathroom Supervision Procedure (listed below) has been created, will be hung in the bathrooms, and will be updated in the Employee Handbook and Parent Handbook.

1. All children under the age of 7 years old are required to be in sight & sound by staff when using the bathroom.
2. Staff are to be in the bathrooms with the children. Staff are not required to be in the stalls with the children, as it is important to give children privacy.
3. When a classroom has two staff members (even when in ratio), one staff member stays with a group of children in the classroom, while the other staff member brings child(ren) to the bathroom. When a classroom has one staff member then all children are to go to the bathroom as a group into one bathroom all together, unless there is other help available, then staff can reach out for help/assistance.
4. Staff are not expected to go into the stalls with children, as it is also important to give them privacy. Staff are to guide and help children as needed.
5. Staff members are to wash their hands and to make sure that children are washing their hands per the handwashing procedure that is posted in the bathrooms.

All current center staff will be participating in an in-person training by 4-C on Active Supervision on March 17th, 2026.

Cameras were installed on February 13th, 2026, in every classroom, and remain throughout the entire facility inside and outside.

The director spoke with the center's DCF representative and their supervisor on February 13th, 2026, about the classrooms being too dark, and how it can limit visibility to injuries or other issues that can arise. A note was sent to staff on February 19th, asking staff members to keep their classrooms less dark during nap time and to lower their music/sound machines so they can better monitor their children during nap time.