

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 2/23/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 715-930-1148
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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 Little Sprouts		Provider Number / Facility ID Number 2000591072 / 002 - 2006280		
Address - Facility (Street, City, State, Zip Code) 425 Technology Dr E Menomonie WI 547512300		Telephone Number 715-814-9052	Date - Regulation Visit 12/8/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(b) <b>Compliance With Rules</b>  Description: Several rule violations under DCF 251 were observed during the monitoring visit. The licensee shall comply with all requirements of this chapter.	ED/A+AD have studied DCF 251 licensing rules + have become more familiar with the rules. All rules will be followed going forward.	2/20/2026	
2	251.04(2)(L)1.b. <b>Department Notices Posted</b>  Description: The Notice of Order, Sanctions, and Appeal Process with an Imposed Plan of Correction, issued by the Department on July 8, 2025, was not posted as required.	Posted day of monitoring visit - 12/8/2025	12/8/2025	

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3 251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: A physical examination report on a form provided by the Department that was completed not more than 12 months prior to nor more than 30 days after the person was hired was not available for Staff D. The report shall be signed and dated by a licensed physician, physician's assistant, or other HealthCheck provider. The report shall indicate that the person is free from illnesses detrimental to children, including tuberculosis, and that the person is physically able to work with young children.  Repeat violation: Previously cited on 4/11/2024	Received from Staff member on 2/10/25 (had been completed 6/24/25, but not given to director). - No staff will start employment without form completed.	12/10/25		
4 251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b>  Description: Documentation of Staff C having satisfactorily completed Department-approved training in Shaken Baby Syndrome prevention and/or Abusive Head Trauma prevention, and appropriate ways to manage crying, fussing, or distraught children could not be located.	Training had been completed on 7/18/25. Registry Certificate did not show - form in file 12/10/25 - Staff will not start employment in classroom until verified.	12/10/25		
5 251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Documentation of Staff A obtaining and maintaining a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) including Department-approved training in the use of an automatic external defibrillator within 3 months of beginning to work with children was not available for review.	Completed 2/20/2026. ED/A will keep spreadsheet of all staff required training posted to review + keep all training up-to-date.	2/20/26		

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6	<p>251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Documentation of Staff D having received training within one week after beginning work at the center and at least every 2 years thereafter, on child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities, was not available for review.</p>	<p>Training was completed on 11/3/25. Form provided on 12/10/25.</p>	12/10/25	
7	<p>251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b></p> <p>Description: Documentation of the staff person receiving an orientation within the staff's first week at the center inclusive of all items under DCF 251.05(4)(a)1-18, as applicable, was not available for review for Staff C, D, or E.</p>	<p>ED/A + AD will ensure all new staff receive full orientation before going into a classroom.</p>	12/10/2025	
8	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: On 12/08/25, the center did not implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times in the Senior Sprouts Room when six children had left for 4K and were not signed out on the center's tracking clipboard.</p> <p>Repeat violation: Previously cited on 5/14/2025</p>	<p>All staff reminded and re-trained on name-to-face policy immediately.</p> <p>ED/A + AD will thoroughly check name-to-face forms + Kindertales regularly to ensure completion.</p>	12/10/2025	

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9 251.06(2)(n) <b>Garbage Containers - Construction &amp; Disposal Schedule</b>  Description: On 12/08/25, the garbage container in the Senior Sprouts Room was not rigid, covered, watertight, and emptied daily or more often as needed, when staff had hung a plastic garbage bag by looping the top portion into a drawer and having it rest against the lower cabinets. Staff said they had been using this method for disposing of garbage, instead of a garbage container since sometime last week. A replacement garbage container that met rule requirements was delivered later in the day.	Garbage can replaced during visit.  ED/A + AD to ensure by daily room checks that all garbage cans are present.	12/8/25	
10 251.06(3)(b)3. <b>Emergencies - Staff Responsibilities</b>  Description: Based on staff interviews, staff members were not consistently aware of what their duties are if there is an emergency.	Staff immediately re-trained on emergency drills/procedures. ED/A + AD will perform monthly drills + record on form.	12/10/25	
11 251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b>  Description: According to staff interviews and documentation, monthly safety trainings were not consistently being practiced.	ED/A + AD will perform monthly drills + record on emergency drills form posted in lobby.	12/10/25	

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12	251.06(4)(d) <b>Exits &amp; Passageways - Unobstructed, Minimum Width</b>  Description: The marked fire exit in the Junior Sprouts room was obstructed by a cart. The marked fire exit in the Half Pint's room was obstructed where a child had been placed to nap in front of the door. Exits and exit passageways shall have a minimum clear width of three feet and be unobstructed by furniture or other objects.	Immediate re-training provided to all classrooms. ED/A + AD will check to ensure no door obstructions are present.	12/10/25	
13	251.06(9)(g)1.b. <b>Meal Preparation Staff - Clothing, Hair Restraints</b>  Description: The staff observed preparing meals was not wearing a hair net. Meal preparation staff are required to wear effective hair restraints such as hair nets or caps.	Immediate training provided. New cook hired 2/2/26 + well trained in kitchen rules + procedures.	2/2/26	
14	251.07(1)(d) <b>Daily Routines</b>  Description: There was not routines in place for transitions between toileting and eating and intervals between activities that were planned to avoid keeping children waiting in lines or assembled in large groups.	ED/A + AD trained staff to create transition activities/ busy boxes to keep children engaged. Also suggested transitioning in smaller groups.	12/10/25	

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15 251.07(5)(b)5. <b>Eating Surfaces - Cleaned, Sanitized</b>  Description: Staff were not using a two step process to first wash and then sanitize tables in the immediate timeframe before children were served lunch. Staff washed and sanitized the tables upon being notified from the licensing representative of the requirement.	Immediate re-training provided to all staff on 2-step process.  Training will continue during monthly staff meetings.	12/10/25	
16 251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: The medical / injury log book in the Baby Sprouts Room did not have documentation of the injuries having been reviewed by the director or director's designee with staff every 6 months to ensure that all possible preventive measures are being taken. The last documented review date was 08/06/2024.  Repeat violation: Previously cited on 4/11/2024	ED/A + AD put reminders on calendars to check + sign medical/injury log books as required every 6 months.	12/10/25	
17 251.07(6)(f)6. <b>Current Authorizations For Medications On Premises</b>  Description: There was not a current Authorization to Administer Medication form for one child's hydrocortisone cream. No medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent.  Repeat violation: Previously cited on 4/11/2024	ED/A + AD changed Center Policy. Any meds that are not Sunscreen, bug spray, diaper cream or Emergency meds, <u>must</u> be kept in the office + admin. Staff will ensure forms are complete + will administer the meds.	12/10/25	

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18	<p>251.07(6)(i)1. <b>Washing Child's Hands &amp; Face</b></p> <p>Description: Children had not washed their hands prior to sitting down to eat lunch after playing in the classroom. A child's hands shall be washed with soap and warm running water before meals and snacks. Staff had children wash their hands after being notified of the requirement by the licensing representative.</p>	<p>Immediate re-training on hand washing for children (how, when, etc.).</p> <p>Will also remind during monthly staff meetings</p>	12/10/25	
19	<p>251.07(6)(i)2. <b>Adult Handwashing</b></p> <p>Description: Based on observations and staff interviews, staff are not consistently washing their hands before handling food, and before and after assisting with diapering or toileting. Handwashing is required regardless of if gloves are worn. Staff members washed their hands upon being notified of the requirement from the licensing representative.</p>	<p>Immediate retraining on hand washing for staff/adults.</p> <p>Will also remind during monthly staff meetings.</p>	12/10/25	
20	<p>251.09(1)(b) <b>Infant &amp; Toddler - Location &amp; Sharing Intake Information</b></p> <p>Description: The Intake for Child Under 2 forms were not consistently being kept in the room in which the child was in care when the Intake for Child Under 2 forms had not been in the Baby Sprouts' Room for at least a week. Admission information for an infant or toddler shall be on file in the room or area to which the child is assigned and shall be known to the child care worker.</p>	<p>All staff went through their files + reported to AD what was missing. AD supplied to Classroom.</p> <p>No child will begin care until all documents are complete + given to classroom staff.</p>	12/18/2025	

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21	<p>251.09(1)(c)  <b>Infant &amp; Toddler - Documenting Changes In Development</b></p> <p>Description: Child care workers in the Baby Sprouts Room were not consistently documenting changes in a child's development and routines every three months based on discussion with the parent.</p> <p>Repeat violation: Previously cited on 4/11/2024</p>	<p>ED/A + AD will <del>set</del> send calendar reminders for each child to have changes documented by the 3 month timeline.</p>	12/10/25	
22	<p>251.09(3)(a)11.  <b>Infant &amp; Toddler - Care During Feeding</b></p> <p>Description: Children sitting in bucket seats in the Mini Sprouts Room were not buckled in with the seats' safety straps, as required by rule.</p>	<p>Staff immediately re-trained on safety of bucket seats. Frequent checks during meal times. Any new staff trained on safety before going into Classroom.</p>	12/10/25	
23	<p>251.09(4)(a)10.  <b>Infant &amp; Toddler - Diapering Lotions, Powders, Salves</b></p> <p>Description: The instructions for use of diapering lotions, powders, and salves were not posted in the diaper changing areas, as required.</p>	<p>Form created for all classrooms where diapering occurs with child's name / type of diaper / if they use creams / how often.</p>	2/18/26	

NAME - Agency Worker  
 April Callihan

Date Issued  
 2/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed