

Date Correction Plan Due 6/11/2021	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	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 Feet And Helpful Hands Childcare		Provider Number / Facility ID Number 8000589298 / 002 - 2004347		
Address - Facility (Street, City, State, Zip Code) 1100 Linden Dr Holmen WI 546362508		Telephone Number 608-399-3332	Date - Regulation Visit 5/13/2021	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: The lunch meal that was being served on the day of the monitoring visit was missing one of the 5 components of the USDA food program minimum requirements for types of food.	Menu was revised and changed to incorporate all 5 components daily.	6/1/21	
2	251.09(1)(c). Infant & Toddler - Documenting Changes In Development Description: Several Intake for Children Under 2 forms in the Dragonflies room were missing documentation of having been updated every three months to reflect changes in the child's development and routines based on discussion with the parent. Repeat violation: Previously cited on 2/28/2020	Intake forms were updated and staff have a checklist on when each one is due.	5/19/21	



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5/13/2021

Rule/Statute Number
Noncompliance Statement

Correction Plan

Expected
Completion Date

Verification
Date

NAME - Certification Worker / Licensing Specialist

Jennifer Stubbe

Date Issued

5/28/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

6/2/21