

Date Correction Plan Due
3/23/2026

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
715-930-1148

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 262.41(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 And Helpful Hands Childcare

8000589298 / 001 - 2003703

Address - Facility (Street, City, State, Zip Code)

3900 Circle Dr Holmen WI 546369187

Telephone Number
608-519-9200

Date - Regulation Visit
3/9/2026

Rule/Statute Number
Noncompliance Statement

Correction Plan

Expected
Completion Date

Verification
Date

1 251.055(1)(a)
Supervision Of Children

Description: Per center licensee, on 2/27/26 a child in the Ladybugs room was unsupervised for approximately 13 minutes when staff took the children outside leaving him in the room alone.

We retrained all staff at our staff meeting on supervision.

3/3/26

3/3/26

2 251.055(1)(f)
Child Tracking Procedure

Description: Per center licensee, on 2/27/26 staff did not adhere to the tracking procedure when staff failed to correctly count the number of children in care when going outside, leaving 1 child left alone in the room for approximately 13 minutes.

We retrained all staff at our staff meeting on child tracking & implemented staff using walkie talkies to let ^{office} staff know when they leave the rooms return, along with the number of children they have

3/3/26

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Date Issued
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NAME - Agency Worker
Kimberly Jasper

Date Signed

3/15/26

SIGNATURE - Certified Operator or Designee / Licensee or Designee

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