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 November 02, 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:** dao.xiong1@wisconsin.gov **or**
   - **Fax:** (920) 785-7869 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     NORTHEASTERN REGION
     200 NORTH JEFFERSON
     SUITE 411
     GREEN BAY, WI 54301

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
11/16/2026		920-785-7811

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 Steps Academy	3000594643 / 001 - 2009470

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3170 Finger Rd Green Bay WI 543117602	920-366-7388	10/22/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(j) **Accurate Published Materials** Description: Based on interviews, the center published inaccurate materials when another child care worker was messaging parents through an application under a different child care worker's user name.	Staff have been instructed to write their name at the bottom of all messages and to change the name of the person completing the task. They have also been instructed to sign out if they are not there.	11/6/26	
2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Based on record review on 10/22/26, staff C failed to have a completed physical examination documentation. Repeat violation: Previously cited on 8/3/2026	Staff C will turn in their Physical Examination documentation by 11/4/26	11/4/26	

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3	251.05(3)(g)1. **Assistant Child Care Teacher - Supervision** Description: Based on observation on 10/22/26, two assistant teachers were not working under the supervision of a lead teacher throughout the day.	One of the assistant teachers observed has the appropriate training and is waiting for the registry to update her account to reflect appropriately. This will be completed according to the registry by 11/11/26	11/11/26	
4	251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description: Based on observation and staff interviews on 10/22/26, the center failed to have a lead teacher in the sprouts room per group of children. There were two assistant teachers in the classroom since 10/19/26 throughout the day.	One of the Assistant teachers observed has the appropriate training and is waiting for the registry to update her account to reflect appropriately. This will be completed according to the registry by 11/11/26	11/11/26	
5	251.06(11)(bm)3. **Outdoor Play Equipment - Construction, Condition** Description: Based on observation on 10/22/26, the seat swing failed to be in good operating condition. One side of the seat of the swing was detached.	The swing was fixed on 10/23/26	10/23/26	
6	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: Based on observation on 10/22/26, the outdoor play yard had multiple thistle plants accessible to children.	The thistle plants have been pulled on 10/24/26	10/24/26	

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7	251.06(9)(d)2.a. **Food Storage - Dry Food** Description: Based on observation on 10/22/26, two bags of open rice crisp chips and one bag of open crackers failed to be stored in bags with zip-type closures or metal, glass or food grade plastic containers with tight-fitting covers.	A message was sent out to staff that all food items need to be in a bag with a zip-type closure or in a food grade plastic container with a cover.	Message sent 10/23/26 at 2:43 pm	
8	251.06(9)(d)2.b. **Food Storage - Distance Above Floor** Description: Based on observation on 10/22/26, 18 canned food items were stored directly on the ground.	The food was taken out of the shipping packaging and put on the shelf on 10/23/26	10/23/26	
9	251.07(6)(f)5. **Medication Administration - As Labeled & Authorized** Description: Based on observation on 10/22/26, there was an expired medication in the sun flowers room.	The parent was notified on 10/23/26 and brought in a non expired medication on 10/27/26.	10/27/26	
10	251.07(6)(i)1. **Washing Child's Hands & Face** Description: Based on observation on 10/22/26, child care workers failed to wash children's hands after diapering in the seedlings and sprouts room.	Message sent 11/6/26 to staff instructing them to whipe childrens hands.	11/6/26	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
11	251.07(6)(i)2. **Adult Handwashing** Description: Based on observation on 10/22/26, child care workers in the seedlings and sprouts room failed to wash their hands after diapering.	Message sent to staff reminding them to wash their hands 10/23/26	10/23/26	
12	251.09(2)(a) **Infant & Toddler - Responding To Crying Children** Description: Based on interviews, child care staff failed to respond promptly to crying children's needs. The children would cry themselves to sleep.	This happend the week of 11/5/26. The staff that did not respond was talked to the same day that occord and it has not happend again since.	11/9/26	
13	251.09(2)(b) **Infant & Toddler - Individual Sleep Patterns** Description: Based on interviews, child care staff place infants in their crib and let them cry themself to sleep and not on the infants individual sleeping pattern.	This happend the week of 11/5/26. The staff that had done this was talked to the same day that it occord and it has not happend again since.	11/9/26	
14	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: Based on observation on 10/22/26, child care workers in the seedlings and sprouts room failed to apply disinfectant to the diaper changing surface after diapering.	A message was sent to staff on 10/23/26 reminding them to use proper diapering procedures including but not limited to disinfecting.	10/23/26	

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

NAME - Agency Worker
Dao Xiong

Date Issued
11/2/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Stephanie Sard

Date Signed 11/6/26