Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
9/17/2026		262-446-7800

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 Leaders Learning Academy	4000588514 / 001 - 2002218

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
832 E Meinecke Ave Milwaukee WI 532123436	414-264-4440	8/31/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) **Child Record - Maintenance & Availability** Description: There was no file available for review for child #6.	A complete child record will be obtained and maintained at the center for review. Administration will use a child-file checklist at enrollment and conduct monthly file audits to verify all required records are complete and available	09/3/2026	
2	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: Thirteen total children were present at the time of the visit. Only eleven were signed into the attendance record.	Attendance records will be corrected to reflect every child present. Staff will sign children in and out at arrival and departure, and the director/designee will compare classroom headcounts with attendance records at least twice daily.	09/03/2026	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Little Leaders Learning Academy		4000588514 / 001 - 2002218	
Address - Facility (Street, City, State, Zip Code) 832 E Meinecke Ave Milwaukee WI 532123436		**Telephone Number** 414-264-4440	**Date - Regulation Visit** 8/31/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: The documentation on file for Staff C included a tb screener but did not include either a health report form or a physical exam noting that the individual is free from illness and physically able to work with young children.	A completed health report or physical examination documenting the staff member's ability to work with young children will be obtained and placed in the staff file. Administration will review required health documentation before staff files are considered complete.	09/03/2026	
4	251.05(2)(a)4.a. **Staff Record - Registry Certificate** Description: There was no WI-Registry certificate on file for Staff A.	A current Wisconsin Registry certificate will be obtained and placed in the staff file. Administration will verify Registry documentation during on-boarding and during routine staff-file audits.	09/03/2026	
5	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: At the time of the visit two staff members were signed into the infant/ toddler room, only one staff member was present in the room.	Staff attendance records will accurately reflect each employee's actual days, hours, and classroom assignment. Staff will sign in and out when entering or leaving a classroom, and administration will review records daily for accuracy.	09/03/2026	
6	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: There was no documentation on file of current CPR certification for Staff A and B.	Current CPR certification documentation will be obtained and placed in the applicable staff files. Administration will maintain a training tracker with expiration dates and review it monthly so renewals are completed before certification expires.	09/03/2026	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Little Leaders Learning Academy		4000588514 / 001 - 2002218	
Address - Facility (Street, City, State, Zip Code) 832 E Meinecke Ave Milwaukee WI 532123436	**Telephone Number** 414-264-4440	**Date - Regulation Visit** 8/31/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: There was no documentation on file that Staff C completed child abuse and neglect training.	Documentation of completed child abuse and neglect training will be obtained and placed in the staff file. Administration will track biennial training due dates and review the training log monthly to ensure required training is completed and documented on time.	09/03/2026	

NAME - Agency Worker
Deborah Kersting

Date Issued
9/3/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Latasha M. Dawson

Date Signed
09/03/2026