



April 24, 2023

A & K Sykes Preschools LLC
Little Woodland Preschool–Belleville Campus
129 Greenway Cross Ct.
Belleville, WI 53508-8801

RE: WARNING LETTER OF NONCOMPLIANCE

Facility Name: Little Woodland Preschool–Belleville Campus
Facility Number: 2005543

Dear Kelsi Sykes:

This letter constitutes a warning to you, A & K Sykes Preschools LLC, regarding a substantial noncompliance with Chapter 48, Wis. Stats., and/or DCF 251, Wis. Administrative Code in the operation of Little Woodland Preschool–Belleville Campus, a licensed group child care center. Failure to correct this noncompliance may result in further Department action.

This warning is based on the Department's findings by licensing specialist Sara Bossingham O'Brien during a phone interview on March 3, 2023. The Department finds that you have failed to meet requirements for a group child care license in the following respect:

1. 251.055(1)(a) states, each child shall be supervised by a child care worker who is within the sight and sound of the children to guide the children's behavior and activities, prevent harm, and ensure safety. Contrary to 251.055(1)(a), a 3-year-old child exited the building near the parking lot and proceeded to the fenced-in playground where she was unsupervised for approximately 10 minutes. This incident was self-reported by the center.

A Noncompliance Statement and Correction Plan (DCF-F-CFS294) listing the code violations documented at this visit is attached and incorporated herein by reference.

The Department will continue to closely monitor Little Woodland Preschool–Belleville Campus to ensure that you come into compliance with the Wisconsin Statute and Administrative Code. Continued violation may result in licensing sanctions and penalties, pursuant to Wis. Stat. § 48.715, including, but not limited to, issuance of an

order, assessment of forfeitures ranging from \$10 to \$1,000 per day, per violation, or actions to revoke your group child care license.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)(L), the child care center shall post with the license any notice received from the Department relating to rule violations, including this warning letter. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.

Please contact Sara Bossingham O'Brien at (608) 422-6714 if you have questions regarding this notice.

Sincerely,



Colleen Peterson, Licensing Supervisor
Bureau of Early Care Regulation
DIVISION OF EARLY CARE AND EDUCATION

Attachment – CFS 294

cc: Sara Bossingham O'Brien, Licensing Specialist
Brianne Heidke, 4-C Certification
Christie Voigt, 4-C Resource & Referral
Jessica Miller/Roxana Vega, Dane County Child Care Coordinator
Amanda Cullen/Cari Muggenburg, DPI
Mary Mahl, Food Program, WECA
SRO Staff

**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 April 24, 2023 . 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:** sara.bossinghamobrien@wisconsin.gov or
 - **Fax:** (608) 422-6766 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHERN REGION
PO BOX 8947

MADISON, WI 537088947

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 5/8/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Woodland Preschool - Belleville Campus		Provider Number / Facility ID Number 3000590493 / 001 - 2005543		
Address - Facility (Street, City, State, Zip Code) 129 Greenway Cross Ct Belleville WI 535088801		Telephone Number 608-424-1818	Date - Regulation Visit 3/3/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) Supervision Of Children Description: Each child was not supervised by a child care worker within sight and sound to guide the children's behavior and activities, prevent harm and ensure safety when a 3-year-old child exited the building near the parking lot and proceeded to the fenced-in playground where she was unsupervised for approximately 10 minutes. The incident was self-reported by the center.			

NAME - Agency Worker
Sara Bossingham Obrien

Date Issued
4/24/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

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NAME - Agency Worker
Sara Bossingham Obrien

Date Issued
4/24/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
05-04-2023

Alexis Grinnell