

Date Correction Plan Due 5/9/2025	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 4/24/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A did not have a completed staff health report within 30 days of being hired.	Staff appointment scheduled for June 25, 2025. Earliest appointment available after original appointments kept getting cancelled by the doctor.	June 25, 2025	
2	251.06(9)(g)1.b. Meal Preparation Staff - Clothing, Hair Restraints Description: A staff was observed not wearing hair restraints such as a net or cap while preparing food. This was corrected after being asked.	Hairnet required sign printed and laminated posted in kitchen. Drawer where hairnets are is labeled, all trained kitchen staff shown where they are kept and how to wear them.	May 2, 2025	

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129 Greenway Cross Ct Belleville WI 535088801		608-424-1818	4/24/2025	
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3	<p>251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness</p> <p>Description: Sleep surfaces were not being stored in a sanitary manner, when they were being stored in classrooms or bathroom accessible to children without being covered.</p>	Fitted bedsheets ordered to cover stored nap mats in all classrooms where mats are kept within reach of children.	May 9, 2025	
4	<p>251.07(6)(f)1.a. Medication Administration - Parent Authorization</p> <p>Description: A medication being stored in the classroom did not have a written parent authorization.</p> <p>Repeat violation: Previously cited on 9/11/2024, 2/7/2024</p>	Parent authorization and physician note for continued use of medication to be on site for medication.	May 15, 2025	
5	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises</p> <p>Description: A medication intended for use by a child did not have a current center medication administration from the parent.</p> <p>Repeat violation: Previously cited on 9/11/2024</p>	Parent signed medication form for medication updated every 2 weeks with changes if needed. The inhaler is required for safety but parent did not sign form for that week and that the plan moving forward is to extend the expiration time on the form.	May 9, 2025	
6	<p>251.09(1)(c) Infant & Toddler - Documenting Changes In Development</p> <p>Description: Intake forms for children under 2 did not have documented changes every 3 months bases on discussions with parents.</p>	Reminder put in director's calendar to remind teachers to document changes and discuss with parents every 3 months. Updates to all under 2 forms to be completed by May 15th.	May 15, 2025	

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7	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: Some bottles in the infant fridge were not labeled with a date or child's name	ProCare message sent to current parents. How to label bottles tag printed and put in infant classrooms. Added bottle label detailed instructions to new infant welcome letters.	May 2, 2025
			Verification Date

NAME - Agency Worker
Michelle Garcia

Date Issued
4/25/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Amanda Higgins

Date Signed
5/5/2025