

Date Correction Plan Due 9/22/2025	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 9/4/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(a)2.c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication Description: A parent was not notified immediately after a child experienced a head injury while in care.	The new staff member was given one on one training once this was realized and has learned the proper steps when an injury on the head happens.	9/5/2025	
2	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: Staff A did not complete required entry-level training prior to assuming position as a teacher. Records demonstrated that staff was registered during the time-period and completed the course on July 29th.	The teacher was already enrolled in this training when another teacher in the classroom left. The center maintained consistency with teachers while actively looking for another lead teacher or allow the staff member in question to receive their certification.	7/29/2025	

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3	251.06(9)(d)1.a. Food Storage - Perishable, Potentially Hazardous Food Description: Perishable and potentially hazardous food was served for lunch when the meal was sitting out for approximately 40 minutes uncovered and not maintained at the proper temperature.	A new kitchen personnel person had already been hired but not started yet. The new personnel is not only DCF trained in food but also serve safe certified to go above and beyond to know proper food handling and to allow this to not happen again.	9/8/2025	
4	251.07(1)(h) Program Reflects Policies Description: The center did not implement there written policies when a phone call was not made for head injuries and an incident report was not provided to a family during pick-up.	Our policy used to state that a phone call must be made, but after some guidance our new injury policy is set to let families know as soon as possible but no longer specifies a phone call but can also use other avenues of communication.	9/12/2025	
5	251.07(5)(a)4m. Meals & Snacks - Additional Portions Description: An additional portion of vegetables was not available during lunch when the broccoli was mixed into the pasta and the additional portion of vegetable was not observed.	There is always extra food in our kitchen to be offered to any student that may not enjoy lunch, may need a substitution, etc. That being said, we have made a plan moving forward to allow for extra vegetables to be served on the side instead of extra of the whole meal.	9/10/2025	
6	251.07(5)(a)5.a. Menus - Post Description: An updated menu for the month of September was not posted in area accessible to parents.	The menus are put near the parent kiosk, when those run out the extras are kept in the parent area right outside of the office in the file holder. A admin will print more after the others are taken.	9/5/2025	

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NAME - Agency Worker
Michelle Garcia

Date Issued
9/8/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
9/11/2025