

Date Correction Plan Due 10/2/2025	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 9/16/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(m) Health, Safety & Welfare Of Children Description: The center did not ensure that any action, by commission or omission, does not adversely affect the health and safety of children in care, when the center failed to contact a parent when a child was not dropped off by the school district bus at the child care center . When the parent attempted to pick up the child at the center more than an hour later, the child was not there.	Upon noticing the child was not present, the teacher immediately verified with the school bus driver that no additional children remained on the bus. The teacher then promptly reported the situation to the next person in the chain of command. Moving forward, updated plans and a new procedure have been implemented to ensure that all children are accounted for and double-checked before leaving the bus. (See attached procedure.)	9-16-2025	
2	251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement Description: The center did not have an alternate arrival/release agreement on file for Child A.	Although the forms were distributed, the required signatures were not initially obtained. This has since been corrected, and all student forms have been updated to include the necessary signatures.	9-19-2025	

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3	251.05(4)(a)15. Staff Orientation - Child Absence Without Prior Notification Description: The center did not follow a procedure to contact a parent if a child is absent from the center without prior notification, when a child did not get off the bus and the center did not contact the parent.	There has been changes made to our procedure to ensure that this is done as swiftly as possible and to make communicaiton more open.	9-19-2025

NAME - Agency Worker
Michelle Garcia

Date Issued
9/18/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
9-23-2025