

<b>Date Correction Plan Due</b> 1/28/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Little Woodland Preschool - Belleville Campus		<b>Provider Number / Facility ID Number</b> 3000590493 / 001 - 2005543		
<b>Address - Facility (Street, City, State, Zip Code)</b> 129 Greenway Cross Ct Belleville WI 535088801		<b>Telephone Number</b> 608-424-1818	<b>Date - Regulation Visit</b> 1/13/2026	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: 2 children were not signed into the Willow classroom on January 13, 2026, when 10 children were present and only 8 children were signed into the attendance.	The teachers were reminded the importance of signing a child in on the paper as well as accounting for them in the classroom to ensure the paperwork matches the count in the classroom.	1-13-2026	
2	251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b>  Description: 2 staff files were not available during licensing visit.	The files have ben moved from another location to the center. We are also implementing adding in a virtual spot to access all records as well.	2-13-2026	

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3	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: The center did not maintain accurate documentations of days and hours worked, and in which classroom, when the person is included in staff-to-child ratios when records reviewed for the week of January 5th had several missing staff sign outs.</p>	A full refresher was given at our staff meeting to ensure that all staff understand the importance of signing into the paperwork when walking into the classroom.	1-13-2026	
4	<p>251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b></p> <p>Description: Abusive head trauma prevention training was not file for staff B and C.</p>	All files were audited and anyone missing items were given time during the work day to finish the training.	1-23-2026	
5	<p>251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Child abuse and neglect training was not on file within 1 week of beginning work for staff A, B and C</p>	All files were audited and anyone missing items were given time during the work day to finish the training.	1-23-2026	
6	<p>251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b></p> <p>Description: Staff orientation was not on file for Staff A, B and C.</p>	Time was spent giving additional training and orientation during work hours on that day.	1-23-2026	

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7	251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b>  Description: Records reviewed for the week of January 5-9 2026, showed that in the Aspen classroom 1 staff was alone with 5 infants.	The staff member was there and can be shown not only on our CRM but on the schedule. We have worked with the teachers there to ensure that the first thing they do when walking into a classroom is sign themselves in.	1-13-2026	
8	251.055(2)(d) <b>Mixed Age Group With Children Under Age 2 - Group Size</b>  Description: Mixed age group size was exceeded in the Willow classroom on 1/13/2026, when 10 children were in attendance and 2 children under the age of 18 months were present exceeding the maximum group of 8.	An additional training on the new rations has been given to all staff needing to understand it and know so this can be followed properly in the future at our staff meeting.	1-13-2026	

**NAME** - Agency Worker

Michelle Garcia

Date Issued

1/14/2026

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

Date Signed

1-26-2026