

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
10/13/2025

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

My Little Munchkins Childcare Ctr

Provider Number / Facility ID Number
7000590697 / 001 - 2005833

Address - Facility (Street, City, State, Zip Code)
47714 W Fond Du Lac Ave Milwaukee WI 532162425

Telephone Number
414-935-2801

Date - Regulation Visit
9/24/2025

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)5 a. Child Record - Physical Exam - Under 2 Description: Child #2 does not have an updated physical examination on file as required every 6 months for children under age 2 (last updated 10/2024). Repeat violation: Previously cited on 9/10/2024	Child 2 parent was physical examination will be submitted right away and returned. All files are to be reviewed monthly	10/19/2025	11/24/2025
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Two children were in attendance during licensing visit but only one was signed in on the attendance record sheet.	Staff will be held responsible for sign in and out, if not director will do walk through daily to assure.	10/1/2025	11/24/2025

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3 251.05(2)(a)6 Staff Record - Days & Hours Worked Description: No staff member was signed in on the attendance record log for the current week	Staff will sign in and out daily. Walk through will admin, director to assure	9/23/2025	10/1/2025
4 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A and B do not have documentation of biennial child abuse and neglect training on file for review. Repeat violation: Previously cited on 10/12/2023	Staff A and B have took training. If not trained during exp date staff will not be allowed in class	9/30/2025	9/30/2025
5 251.05(4)(c)9 Continuing Education - Documentation Of 12 Month Period Description: Staff B does not have documentation of continuing education hours for the prior year.	Staff B will complete education training as a group	9/30/2025	10/1/2025
6 251.06(2)(a) Potential Source Of Harm On Premises Description: Electrical cords from a fan and television were not secured to a wall to prevent children from pulling on them.	Cords will be invisible to children	9/30/2025	10/1/2025

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7 251.06(2)(b) Electrical Or Hot Surface Protection Description: Several outlet plug covers were missing in the center.	Outlet plugs have been replaced, will be walk through to insure.	9/30/2025	11/20/2025
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8 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: A shelf in the school age room that was accessible to children contained products marked <input type="checkbox"/> keep out of reach of children <input type="checkbox"/> including: Lysol spray, window cleaner, spray air freshener.	All items will never be placed inside reachable areas, and will now be located on top of supply storage.	9/30/2025	11/20/2025
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9 251.06(2)(i) Deteriorating Paint Description: Peeling paint was observed outside at the entrance to the daycare. There are areas throughout the centers rooms that have peeling paint and areas where the drywall is exposed. Repeat violation: Previously cited on 10/12/2023	Paint has been covered and replaced. All chipped paint will be repaired right away when observed.	9/30/2025	11/20/2025
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10 251.06(9)(c)1. Safe Food Description: An open container of Similac formula in the infant room was not labeled/dated as to when opened.	Similac will not be allowed inside classrooms. Labeled and placed inside kitchen or office.	9/30/2025	11/20/2025
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Please take a few minutes to complete the Department of Children and Families (DCF) customer feedback survey. The responses we receive to the survey help us improve our services to child care providers. The survey is anonymous and there is no penalty for not responding or for providing negative feedback. Thank you for your feedback.

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4714 W Fond Du Lac Ave Milwaukee WI 532162425				9/24/2025	
Rule/Statute Number	Description	Expected Completion Date	Verification Date		
Noncompliance Statement					
11	251.06(9)(b)3. Food - Leftover Prepared Food Description: Leftover food was observed in the kitchen refrigerator that was not labeled/dated.	Leftover food will be tossed out. If not labeled with date.	9/30/2025	10/30/2025	
12	251.07(5)(a)5.a. Menus - Post Description: The menu was not posted in the kitchen. Repeat violation: Previously cited on 10/12/2023	Menu is not printed and posted.	9/30/2025	10/30/2025	
13	251.07(6)(dm)1. Medical Log Book Description: The medical log book in the Red room did not have all the pages numbered. Repeat violation: Previously cited on 9/10/2024	Pages number inside red room have been replaced.	9/30/2025	10/30/2025	
14	251.07(6)(dm)2. Medical Log - Pages & Entries Description: The medical log book in the Red room had lines that were skipped between entries.	Staff will review in assist staff when logging incidents inside book	9/30/2025	10/30/2025	

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NAME - Agency Worker
Laura Taylor, Joel Marquez

Date Issued
9/29/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

10/24/2025