DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 8/26/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 262-446-7800

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 Cub Academy Llc		**Provider Number / Facility ID Number** 3000591623 / 001 - 2006826	
Address - Facility (Street, City, State, Zip Code) 913 Greenridge Ctr Mukwonago WI 531491442	**Telephone Number** 262-470-3848	**Date - Regulation Visit** 8/10/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. **Monitoring Results Posted** Description: The current statement of noncompliance and correction plan were not posted and visible to parents during the monitoring visit.	New item was printed and put on the parent board upfront.	8/22	
2	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: The center failed to document days and hours worked when staff, in the One's classroom, signed out for the day but was working and included in the staff-to-child ratio.	Staff member was spoken to and reminded how to properly sign in and out.	8/22	

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3 251.055(1)(a) **Supervision Of Children** Description: The center failed to ensure each child was supervised by a child care worker who is within sight and sound of the children to guide the children's behavior and activities, prevent harm and ensure safety when the center reported a 3 year old child was left unsupervised on the playground for approximately 4 minutes.	Staff member was let go. New safety measures Put into place to ensure all children return from the playground. Admin confirms Counts and does a play ground inspection	8/22	
4 251.055(1)(f) **Child Tracking Procedure** Description: The center failed to adhere to a procedure to ensure the number, names, and whereabout of children in care are known to assigned child care workers at all times when the center reported a child was left, unsupervised, on the playground for approximately 4 minutes and staff was unaware.	Attendence sheets have been updated to include a sign in and out section during outside time. Large Stop signs Posted at EVERY Trashold to remind teachers.	8/22	
5 251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: There was sanitizer and disinfectant spray, on a low shelf, and accessible to children, in the classroom where school-age children were being cared for.	School age Classroom Now has these items in a locked cabinet.	8/22	

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6	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: There was standing urine in two potty chairs in the 2K classroom.	Teachers are reminded to call admin to dump pottys in the classroom promptly. Teachers given a verbal warning.	8/22	

NAME - Agency Worker
Tiisha Harrell

Date Issued
8/12/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Amanda R. Miller

Date Signed
8/20/26