

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

Date Correction Plan Due: 6/30/2025

TO FILE A COMPLAINT CALL

**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 Steps To Success Childcare  
**Provider Number / Facility ID Number**  
7000592397 / 001

**Address - Facility (Street, City, State, Zip Code)**  
9711 W Greenwood Ter Milwaukee WI 53224  
**Telephone Number**  
414-336-1640  
**Date - Regulation Visit**  
6/12/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 202.08(12)(c) The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Developing A Written Contract That Specifies The Charge For Child Care And The Expected Frequency Of Payment For The Service. The Contract Shall Be Signed By The Operator And A Parent Or Guardian.  Description: No written contracts on file for children 2, and 3.	Upon enrollment I will make sure that every child has a signed parent agreement form that includes the total hours of care and charges. I will like to add that I am not against this write up but I was mislead about watching family before my childcare was open. Because I helped out maybe 2 or 3 time a month, without enrollment, I did not know I needed	6/20/25	

Files for Family. Having Forward I will make sure to have files on any children who visits my house during operation hours like would be good but will care. Along with

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202.08(12)(f)1-4

Prior To A Child's First Day Of Attendance For Any Child In Care, Obtaining Information On A Form Prescribed By The Department With Enrollment And Health History Information, Including All Of The Following:

1. The Parents' Home And Work Phone Numbers.
2. Health History, Including Information Relating To A Child's Special Health Care Needs And Emergency Care Plan.
3. The Parents' Signed Consent For Emergency Medical Care.
4. A Name And Number To Call If The Child Requires Emergency Medical Care.

Description: Enrollment and health history forms were not on file for children 1, 2, and 3.

*Refers to Correction Plan # 1*

*6/20/25*

202.08(15)(b)

All Records Required Under This Chapter For Certification Purposes Shall Be Available To The Child Care Certification Worker.

Description: No attendance records or child files were available for review.

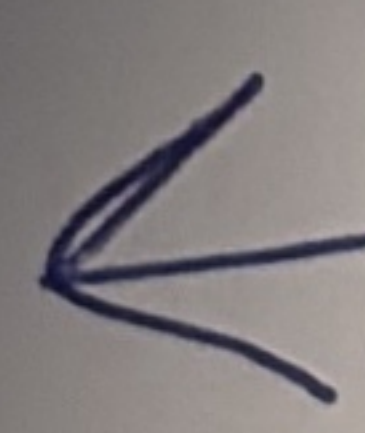
*6/20/25*

202.08(1m)(a)8.

A Certified Child Care Operator Shall Maintain A Current Written Record On Each Child In Care, Including The Provider's Own Children Under 7 Years Of Age, And Make The Record Available To A Child Care Certification Worker Upon Request.

Description: Child records not available for children 1, 2, and 3

*6/20/25*



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<p>5 202.08(2)(c) The Indoor And Outdoor Areas Of The Home Shall Be Free Of Hazards. Potentially Dangerous Items And Materials Harmful To Children, Including Power Tools, Flammable Or Combustible Materials, Insecticides, Matches, Drugs And Any Articles Labeled Hazardous To Children Shall Be In Properly Marked Containers And Stored In Areas Inaccessible To Children.</p> <p>Description: One outlet without cover accessible to children. Outside multiple hazards accessible to children including sharp and splintering wood, sharp tools, and items labeled keep out of reach of children.</p>	<p>Buffet cover was corrected during visit and the outdoor hazards has been removed</p>	<p>6/19/25</p>	
<p>6 202.08(2)(f) The Premises, Furnishings, And Equipment Shall Be Free From Litter And Vermin, Maintained In A Sanitary Condition, And In Good Repair.</p> <p>Description: Litter was accessible to children in the outdoor play space.</p>	<p>These items of grass seeds was removed.</p>	<p>6/19/25</p>	
<p>7 202.08(4)(a) Health Form: A Certified Child Care Operator Shall Have A Current Report Of A Physical Examination On File For Each Child, Including The Operator's Own Children, Who Are Not Enrolled In A Public Or Private School.</p> <p>Description: No health reports on file for child 1.</p>	<p>Refer to correction plan #1</p>	<p>6/20/25</p>	

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202.08(4)(e)  
The Certified Child Care Operator Shall Have On File For Each Child In Care A Record Of The Child's Immunization History To Document Compliance With S. 252.04, Stats., And Ch. Dhs 144.

Description: No immunization records on file for children 1, 2, and 3.

Refer to Correction Plan #1

6/20/25

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202.08(5)(i)  
The Certified Child Care Operator Shall Keep Current And Accurate Written Records Of The Daily Hours Of Attendance Of Each Child In Care, Including The Actual Arrival And Departure Time Times For Each Child. If Children Are Transported To Or From The Premises Or School By The Operator Or Another Provider On Behalf Of The Operator, The Daily Attendance Record Shall Include The Actual Time The Child Was Picked Up Or Dropped Off.

Description: No attendance records were kept on file.

6/20/25

Date Issued  
6/16/2025

NAME - Agency Worker  
Deborah Kersting

Date Signed

SIGNATURE - Certified Operator or Designee / Licensee or Designee

6/20/25