Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
9/18/2026		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		Provider Number / Facility ID Number	
Savvy Sprouts Learning Center		7000593337 / 001 - 2008381	
Address - Facility (Street, City, State, Zip Code) 10118 W Capitol Dr Milwaukee WI 532221320		**Telephone Number** 414-759-4404	**Date - Regulation Visit** 9/2/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.05(4)(b) **Emergency Back-Up Provider - Orientation** Description: Emergency Backup Staff Orientation not verified for Staff B.	To correct this noncompliance issue, my emergency backup and I will meet to review the Staff orientation checklist together, again. We will both sign + date the document, add to backup providers file folder and share w/ my agency licencing worker. To avoid this issue in the future, I will ensure this document is current and available in the back-up providers file at all times. Thank you for your guidance and ensuring our in-home child care services are compliant. Note: This issue was remedied 9/13/26.	9/13/2026	

NAME - Agency Worker
Tammy Saffold

Date Issued
9/4/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Angela Linders

Date Signed
9/12/2026

Staff Orientation Checklist – Family Child Care Centers

Use of form: Use of this form is voluntary to comply with DCF 250.05(4)(a) and (4)(b) of the Wisconsin Administrative Code and it should be completed by every employee, volunteer, and substitute providing care in a family child care center. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions – employees, volunteers and substitutes: Before beginning work, the licensee and staff shall go over each policy / procedure below, initial and date the spaces that correspond to each policy or procedure and place the completed form in the staff record for review by the licensing representative. **Instructions – emergency backup providers:** Before being left in charge of the children, the licensee and emergency backup provider shall go over each asterisked (*) policy / procedure below, initial and date the spaces that correspond to each policy or procedure and place the completed form in the staff record for review by the licensing representative.

Name – Staff Person (Last, First, MI)	Position Title	Start Date (mm/dd/yyyy)
Wilson Folley, Evenlyn	Emergency Backup	06/10/2026
Name – Licensee	**Position Title**	
Lindsey, Angel	Child Care Provider Director	

Policy / Procedure	Staff		Licensee	
	Initials	Date	Initials	Date
*The names and ages of all the children in care 250.05(4)(a)1. and (b)1.	EWF	9/12/26	AL	9/12/2026
*Current arrival and departure information for each child enrolled and the names of people authorized to pick up the child 250.05(4)(a)2. and (b)2.	EWF	9/12/26	AL	9/12/2026
*A review of children's records, including emergency contact information 250.05(4)(a)3. and (b)3. consent for emergency medical treatment.	EWF	9/12/26	AL	9/12/2026
*Specific information relating to each child's health care needs, including medications, disabilities, or special health conditions 250.05(4)(a)4. and (b)4.	EWF	9/12/26	AL	9/12/2026
*Procedures to reduce the risk of sudden infant death syndrome, if the center is licensed to care for children under one year of age 250.05(4)(a)5. and (b)5.	EWF	9/12/26	AL	9/12/2026
An overview of the daily schedule, including meals, snacks, naps, and any information related to the eating and sleep schedules of infants and toddlers enrolled in the center 250.05(4)(a)6.	EWF	9/12/26	AL	9/12/2026
A review of the center's procedures for dealing with emergencies, including natural disasters, human-caused events, food emergencies, and allergic reactions 250.05(4)(a)7.	EWF	9/13/26	AL	9/13/2026
The plan for evacuating sleeping children, if the center is licensed to care for children between the hours of 10 p.m. and 5 a.m. 250.05(4)(a)9.	EWF	9/13/26	AL	9/13/2026
The prevention and control of infectious diseases, including immunizations 250.05(4)(a)10.	EWF	9/13/26	AL	9/13/2026
The administration of medications 250.05(4)(a)11.	EWF	9/13/26	AL	9/13/2026
The handling and storage of hazardous materials and disposal of biocontaminants 250.05(4)(a)12.	EWF	9/13/26	AL	9/13/2026
The center policies and procedures required under DCF 250.04(2)(e) [250.05(2)(a)13.]	EWF	9/13/26	AL	9/13/2026
A review of DCF 250 Licensing Rules for Family Child Care Centers 250.05(2)(a)14.	EWF	9/13/26	AL	9/13/2026
The reporting requirements for the child care background check under s. DCF 13.07(3) [250.05(4)(a)15.]	EWF	9/13/26	AL	9/13/2026