

Date Correction Plan Due 11/28/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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.~~

Name - Certified Operator / Licensed Center Little Friends Learning Center Llc	Provider Number / Facility ID Number 3000576503 / 003 - 1012065
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Address - Facility (Street, City, State, Zip Code) 1214 10Th Ave Grafton WI 53024	Telephone Number 414-581-7222	Date - Regulation Visit 11/14/2024
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Based upon record review, a staff member file did not contain name, address, date of birth, education, position, previous work experience in child care.</p>	<p><i>Staff will have updated info of their personal information</i></p>	<p><i>12/13/24</i></p>	
2	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Based upon record review, staff member B and E were employed greater than 30 days and did not have a staff health form within their file.</p>	<p><i>Staff will get updated physical and will be put in their file</i></p>	<p><i>12/31/24</i></p>	

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3	<p>251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: Based upon record review, staff member B did not have a high school diploma within their staff file.</p>	<p>Staff will bring in their h.s. Diploma so we have a copy on file</p>	12/13/24	
4	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Based upon record review, two staff were present in the two year old room, one was signed in.</p> <p>Repeat violation: Previously cited on 12/19/2023</p>	<p>We will continue to stress and focus on signing In and out when entering and leaving the classroom</p>	12/16/24	
5	<p>251.05(2)(a)8. Staff Record - Orientation</p> <p>Description: Based upon record review, staff B and E did not have an orientation within their staff file.</p>	<p>orientation will be completed</p>	12/16/24	
6	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Based upon record review, staff B and C did not have documentation of completion of Abusive Head Trauma prior to working with children under the age of 5.</p>	<p>Documentation will be put in their files</p>	12/16/24	

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7	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Based upon record review, staff members A and E did not have current documentation of completion of Cardiopulmonary Resuscitation Training within their file.</p>	<p>CPR doc will be updated and put in staff file</p>	12/6/24	
8	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Based upon record review, Staff B, C, and D, did not have documentation of a current Child Abuse and Neglect Biennial Training within their staff file.</p>	<p>Docs will be updated and Placed in staff file</p>	12/6/24	
9	<p>251.055(2)(a) Group Size - Maximum</p> <p>Description: Based upon observation, the max group size was exceeded when a child age 1 year 11 months was in care in the classroom with 12 children.</p>	<p>Make sure anyone under age two not in size larger than 8 kids</p>	11/15/24	
	<p>251.06(11)(b)7. Outdoor Play Space - Enclosure</p> <p>Description: Based upon observation and measurement the outdoor space measured three feet nine inches in height.</p>	<p>landlord will fix fence to correct height in spring or weather permitting</p>	Weather Permitting	

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11	251.06(2)(a) Potential Source Of Harm On Premises Description: Based upon observation the wall in the infant room was deteriorated exposing sheetrock accessible to children.	Will patch up and fix Sheetrock	1/14/25
12	251.06(2)(i) Deteriorating Paint Description: Based upon observation in the two rear old room, the paint on the gate was deteriorated, on the wall next to the gate the paint was peeling, in the eating area the paint was peeled exposing the brown barrier of the sheetrock, and in the bathroom next to the garbage can the paint was deteriorated exposing the brown barrier of the sheet rock.	Will re-paint and fix Sheetrock exposure	1/4/25
13	251.07(6)(i)1. Washing Child's Hands & Face Description: Based upon observation three children in the two year old room were diapered and did not wash their hands with soap and water.	We will make sure going forward that we are washing hands after diaper changes	11-15-24

NAME - Agency Worker
Amanda Holz

Date Issued
11/14/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

3/17/2025