

<b>Date Correction Plan Due</b> 5/27/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Little Friends Learning Center Llc		<b>Provider Number / Facility ID Number</b> 3000576503 / 003 - 1012065		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1214 10Th Ave Grafton WI 530241901		<b>Telephone Number</b> 262-375-6122	<b>Date - Regulation Visit</b> 1/29/2025	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Based upon record review, on 01/15/2025 a staff member did not sign in or out of care when children were signed into care in the Infant room.</p> <p>Based upon record review, on 12/27/2024 a staff member did not sign out of the toddler room.</p> <p>Based upon record review, on 12/23/2024 a staff member did not sign out of the toddler room.</p> <p>Based upon record review, on 12/20/2024 a staff member did not sign out of the infants room.</p> <p>Based upon record review, on 12/16/2024 a staff member did not sign out of the infants room.</p> <p>Repeat violation: Previously cited on 11/14/2024, 12/19/2023</p>	<p>Training all staff how to properly sign into the classroom binder each morning. Plus monitoring myself to ensure everyone is signed in correctly</p>	<p>5/27/25</p>	

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2	<p>251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: Based upon record review, the staff to child ratio was exceeded when nine children under the age of two were signed into care in the infant room with one staff member from 12 pm until 1230pm, ratio weight 2.25.</p>	<p>Ensure we are following Correct Staff to Child Ratio in our infant room</p>	5/27/25	
3	<p>251.055(2)(d) <b>Mixed Age Group With Children Under Age 2 - Group Size</b></p> <p>Description: On 01/13/2025 the max group size in the infant room was exceeded when there were nine children under the age of two signed into care with three staff.</p> <p>On 01/22/2025 the max group size in the infant room was exceeded when there were nine children under the age of two signed into care with one staff member.</p>	<p>Ensure we are following Correct staff to child ratio in all classrooms</p>	5/27/25	
4	<p>251.06(2)(i) <b>Deteriorating Paint</b></p> <p>Description: Based upon observation, the paint in the pre k, and toddler rooms was deteriorated in areas accessible to children.</p> <p>Repeat violation: Previously cited on 11/14/2024</p>	<p>Have the walls sanded and repainted</p>	5/27/25	

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262-375-6122

1/29/2025

Rule/Statute Number  
Noncompliance Statement

Correction Plan

Expected  
Completion Date

Verification  
Date

NAME - Agency Worker

Amanda Holz

Date Issued

5/13/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

5/27/2025