

<b>Date Correction Plan Due</b> 8/27/2025	<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>		<b>Provider Number / Facility ID Number</b>	
Little Friends Learning Center Llc		3000576503 / 003 - 1012065	
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>
1214 10Th Ave Grafton WI 530241901		262-375-6122	5/14/2025
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
1	<p>251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: Based upon record review, on 5/12/2025 a child was not signed into care in the butterfly room but signed out of care for the day.</p> <p>Based upon record review, on 5/13/2025 a child was signed into care in the butterfly room but not signed out of care for the day.</p> <p>Based upon record review, on 5/13/2025 a child was signed into care in the Pre K room but not signed out of care for the day.</p>	<p>Ensuring and training all staff how to properly sign kids in and out of classrooms</p>	<p>8/27/25</p>

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	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
2	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Based Upon Record Review, On 5/13/2025 In The Pre K Classroom Six Children Were Signed Into The Classroom At 755 Am Prior To The Child Care Worker Signing Into The Classroom At 8 Am.</p> <p>Based Upon Record Review On 5/13/2025 There Was A Child In The Pre K Classroom Signed Into Care But The Child Care Worker Was Never Signed Out Of Care.</p> <p>Repeat violation: Previously cited on 1/29/2025, 11/14/2024, 12/19/2023</p>	<p>Making sure we are properly signing staff and kids into binders at correct times</p>	8/27/25	
3	<p>251.055(2)(d) <b>Mixed Age Group With Children Under Age 2 - Group Size</b></p> <p>Description: Based upon record review, on 05/13/2025 the max group size was exceeded in the one year old classroom with one staff a ratio weight of 1.3 and four children under the age of two.</p> <p>Repeat violation: Previously cited on 1/29/2025</p>	<p>Making sure we have staff properly scheduled to arrive each morning to ensure we are not over ratio</p>	8/27/25	

**NAME - Agency Worker**  
Amanda Holz

**Date Issued**  
8/13/2025

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**