

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
920-785-7811

Date Correction Plan Due
11/12/2025

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)(l) 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	
Address - Facility (Street, City, State, Zip Code) 1214 10Th Ave Grafton WI 530241901		Telephone Number 262-375-6122	Date - Regulation Visit 9/2/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(b) Current, Accurate Daily Attendance Record Description: Based upon record review, on 08/20/2025 in the Toddler/Owl room a child was not signed out of care. Based upon record review, on 08/22/2025 in the Toddler/Owl room a child was not signed out of care. Repeat violation: Previously cited on 7/15/2025, 5/14/2025	Training staff properly on signing kids in and out of care and checking frequently to make sure sign out binder is accurate	11-12-2025	
2 251.04(7)(a) Disclosure Of Personal Information Description: Based upon staff interview, information regarding a diagnosis of a child was shared by a staff member with another enrolled family without permission.	HIPPA training for all staff next month staff meeting	11-13-2025 11-13-2025	

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1214 10Th Ave Grafton WI 530241901		262-375-6122	9/2/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.055(2)(d) Mixed Age Group With Children Under Age 2 - Group Size</p> <p>Description: Based upon record review, on 08/25/2025 the toddler/owl room exceed max group size when 9 children were signed into care and 8 were under the age of 2.</p> <p>Repeat violation: Previously cited on 7/15/2025, 5/14/2025, 1/29/2025</p>	<p>Keeping classrooms to correct staff child ratio</p>	<p>11-12-25 11-12-25</p>	
4	<p>251.07(1)(a) Written Program Of Activities</p> <p>Description: Based upon staff interviews, the two year old classroom was not following a class schedule for approximately six months to incorporate class lessons, intellectual growth, and literacy.</p>	<p>Ensuring my staff is following outlined daily schedule for their room</p>	<p>11-12-25</p>	
5	<p>251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements</p> <p>Description: Based upon record review the center was serving non credible component of grains throughout the rotation of the snack calendar.</p>	<p>Ensuring correct credible components of grains</p>	<p>11-1-2025</p>	
6	<p>251.07(5)(a)5m. Menus - Repeating</p> <p>Description: Based upon record review, steamed veggies were served five days in a row on the menu.</p>	<p>Rotating meal schedule everyday</p>	<p>11-1-2025</p>	

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14 10Th Ave Grafton WI 530241901

262-375-6122

9/2/2025

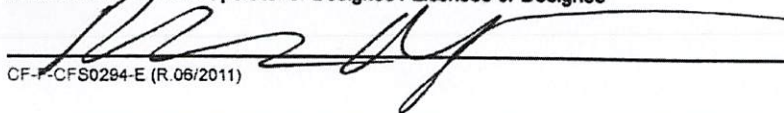
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

AME - Agency Worker
manda Holz

Date Issued
10/29/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



11-12-2025