

<b>Date Correction Plan Due</b> 11/27/2025	<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> 7/15/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>251.04(4)(a)2.c. <b>Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication</b></p> <p>Description: Based upon staff statement on 07/11/2025 a child enrolled in care was hit on the head by a peer and the parents were not notified immediately of the injury to the head.</p>	<p>Retraining staff on protocols for injuries and when/how to notify parents</p>	11-12-25	
2	<p>251.04(4)(a)2.d. <b>Parent Notification - Child's Whereabouts Unknown</b></p> <p>Description: Based upon staff statement on 07/08/2025 a child enrolled in care left the child care center and ran into the parking lot attached to the child care center, the parents were not immediately notified.</p>	<p>Retraining staff on child whereabouts and safety measures we need to take to not have this happen again and training on importance of timely communication with parents</p>	11-12-25	

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3	<p>251.04(6)(b)  <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: Based upon record review, on 07/09/2025 a child enrolled in care in the Pre K Room was not signed out of care.</p> <p>Repeat violation: Previously cited on 5/14/2025</p>	<p>Ensuring staff is constantly checking binder making sure all kids are accounted for and properly signed in/out</p>	11-12-25	
4	<p>251.05(2)(a)3.a.  <b>Staff Record - Physical Examination</b></p> <p>Description: Based upon record review on 07/15/2025 two staff members employed longer than 30 days did not have a completed staff health report on file.</p> <p>Repeat violation: Previously cited on 11/14/2024</p>	<p>Staff getting physical Exams done before they return to work</p>	11-30-25	
5	<p>251.05(2)(a)4.a.  <b>Staff Record - Registry Certificate</b></p> <p>Description: Based upon record review on 07/15/2025, a staff member did not have a registry certificate on file.</p>	<p>Ensuring all staff have registry certificate</p>	11-30-25	

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Telephone Number

262-375-6122

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7/15/2025

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6	<p>251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: Based upon record review on 07/15/2025, two staff members on premise did not have a high school diploma within their staff files</p> <p>Repeat violation: Previously cited on 6/11/2025, 11/14/2024</p>	<p>Having Staff teach down and provide copy of H.S. Diploma</p>	12-1-25	
7	<p>251.05(2)(a)6. Staff Record - Days &amp; Hours Worked</p> <p>Description: Based upon record review: On 7/7/2025 there was no assigned caregiver signed in when a child was signed into care in the PreK Room until 530pm. On 07/08/2025 there was no assigned caregiver signed in when four children were signed into the Butterfly room at 732 and 737 am. In the Pre K Room, a staff member was not signed in with 8 children were signed into care. Based upon staff disclosure, on 7/15/2025 a staff member in the infant room didn't document their shift in the infant room. On 07/15/2025 a staff member signed into care in the infant room did not sign out when they left care.</p> <p>Repeat violation: Previously cited on 5/14/2025, 1/29/2025, 11/14/2024, 12/19/2023</p>	<p>Training and Ensuring through random check ins through out the day staffs are signing in and out of binder correctly</p>	11-12-25	

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8	<p>251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b></p> <p>Description: Based upon record review on 07/15/2025 two staff members employed longer than three months did not have documentation of a completion of the Cardiopulmonary Resuscitation Training in their files.</p> <p>Repeat violation: Previously cited on 6/11/2025, 11/14/2024</p>	<p>Ensuring All staff up to date on CPR and First Aid</p>	11-30-25	
9	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: On July 8, 2025, a child care worker left their group of children, when the worker followed a six-year-old child out to the parking lot. The worker failed to alert center staff that assistance was needed resulting in the group of children being left alone, without supervision.</p> <p>Repeat violation: Previously cited on 6/11/2025</p>	<p>Having a better system and protocol in place in case incident like this were to happen again. will discuss and plan at staff meeting</p>	11-13-2025	
10	<p>251.055(2)(c) <b>Mixed-Age Group - Staff-To-Child Ratio</b></p> <p>Description: On July 11, 2025, in the Butterfly room the staff to child ratio was exceeded from 8-840 a.m. with a ratio weight of 1.108 with 7 children and one staff and from 8:40 - 9:56am with a ratio weight of 1.54 with 8 children and one staff.</p>	<p>Ensuring we have enough staff to stay within ratio</p>	11-27-25	

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11	251.055(2)(d) Mixed Age Group With Children Under Age 2 - Group Size  Description: On July 8, 2025, the maximum group size was exceeded from 9:21 a.m. until 10:05 a.m. when two children under the age of two were signed into care with a group of 10 children. On July 9, 2025, max group size was exceeded in the Butterfly room from 8:40 a.m. until 3:47 p.m. when two children under the age of two were signed into care with a group of 11 children.  Repeat violation: Previously cited on 5/14/2025, 1/29/2025	Following correct Ratio guidelines	11-27-25	

NAME - Agency Worker  
Amanda Holz

DATE ISSUED  
11/3/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

DATE SIGNED  
11-27-25

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