STATE OF WISCONSIN

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
4/16/2026		920-785-7811

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		Provider Number / Facility ID Number	
Little Friends Learning Center Llc		3000576503 / 003 - 1012065	
Address - Facility (Street, City, State, Zip Code) 1214 10Th Ave Grafton WI 530241901	**Telephone Number** 262-375-6122	**Date - Regulation Visit** 3/23/2026	
	Correction Plan	**Expected Completion Date**	**Verification Date**
Rule/Statute Number **Noncompliance Statement**			
1 251.04(2)(g)1.a. **Insurance - General Liability** Description: The center's liability insurance expired on 02/28/2025.	Will Email and post current Insurance	4-17-26	
2 251.055(2)(b) **Staff-To-Child Ratios - Minimum** Description: On March 23, 2026, the infants room exceeded the allowable staff to child ratio of 1 teacher for every 4 children when there were 8 infants under the care of one teacher all day. Repeat violation: Previously cited on 1/29/2025	Keeping all classroom in Proper Ratio	4-17-26	

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3	251.06(10)(f) **Bathroom Supplies** Description: The hallway bathroom did not have paper towels. The bathroom located in the 4 K Room was out of paper towels and toilet paper.	All Bathrooms stocked with Extra Supplies in case we run out	4-17-26	
4	251.06(11)(b)7. **Outdoor Play Space - Enclosure** Description: The outdoor fence was less than the required 4 feet high to protect the children. Repeat violation: Previously cited on 9/18/2025, 11/14/2024	Fence is getting Put in very Soon Brand New	5-30-26	
5	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: Based on observation the younger children's playground was full of tall weeds and there were toys scattered throughout the playground.	Redoing grass and Fence Before younger Playground is used	6-1-26	

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6	251.06(2)(i) **Deteriorating Paint** Description: Based on observation, the wood fence in the older and younger children's playground had large areas of deteriorating paint. The 4K room had areas of deteriorating paint within the children's reach. Repeat violation: Previously cited on 9/18/2025, 1/29/2025, 11/14/2024	Patch up and Paint Rooms (we painted 4K last Spring)	6-1-26	
7	251.06(4)(d) **Exits & Passageways - Unobstructed, Minimum Width** Description: Based on observation, the car seats were lined up in the hallway by the infants room, partially blocking the emergency exit, leaving only a 20 inch clearance. Repeat violation: Previously cited on 9/18/2025	Moving car seats for bigger walkway	4-17-26	
8	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: In the infants room, there were three intake forms that had not been updated.	Updated intake forms	4-20-26	

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9	251.09(1)(j) **Infant & Toddler - Crib Mattresses & Coverings** Description: In the infantas room, There were 6 mattress covers that did not fit tightly over the mattresses.	Buy tighter covers	4-20-26	
10	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: In the infants room, there was a baby bottle containing breast milk that was not labeled with the child's name and date.	labble Bottles	4-17-26	

NAME - Agency Worker
Gloribel Tegen

Date Issued
4/2/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
4-16-2026