DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
9/15/2026		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** 8/20/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(g)1.a. **Insurance - General Liability** Description: Based on records review, the insurance posted at the center did not include the general liability information. Repeat violation: Previously cited on 3/23/2026	General liability is already posted	9-15-2026	
2	251.04(6)(a)6m. **Child Record - Immunization History** Description: Based on records review, the center was missing the immunization records for child #1, # 3, # 4, # 5, # 6, and # 7 .	Go through all files make sure parents Provide updated forms	10-31-2026	

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3	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: Based on records review, in the infants room three children□s health exams had not been updated in the last 6 months.	Get updated health exams from parents	10-31-2026	
4	251.04(6)(a)8.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Based on records review, the center failed to maintain health exams on file for child# 1, # 5, #6, and # 7.	Obtain new exams from families	10-31-2026	
5	251.05(2)(a) **Staff Record - Maintenance & Availability** Description: On August 20, 2026, and on march 23rd 2026, the center failed to make the staff records available for examination by the Licensing Specialist. On the second occasion, the Licensing Specialist allowed the provider the opportunity to email the files by the next day, however the provider didn't send the information.	on 3/26 I was in a room so couldn't provide files and was told that was okay on 8/20 I was not told by anyone to scan and email those but have all informa-	9-15-2026	

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6	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: On August 20, 2026, the staff members in the 3.5 -5.5 year old's room, and in the 2 year old's room were not signed into the attendance sheet. Repeat violation: Previously cited on 7/15/2025, 5/14/2025, 1/29/2025, 11/14/2024	Training and stressing Importance of signing in and out	9-18-2026
7	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Certificates of completion in infant and child CPR were not available for review during the monitoring visit. Repeat violation: Previously cited on 7/15/2025, 6/11/2025, 11/14/2024	All staff has CPR and First AID training	9-15-2026
8	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Proof of training on child abuse and neglect report was not available for review during the monitoring visit. Repeat violation: Previously cited on 11/14/2024	All staff has child abuse and neglect training	9-15-2026

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9	251.055(1)(a) **Supervision Of Children** Description: On August 20, 2026, in the infants and toddlers' room, a child care worker failed to properly supervise two children in care when one child opened the baby gate, and the other child also went through and went through, and another child also went through while the provider's back was toward the children. The Licensing Specialist had to alert the provider that the children exited the room. Repeat violation: Previously cited on 7/15/2025, 6/11/2025	Getting a new gate and training on supervison strategies	10-15-2026
10	251.055(2)(b) **Staff-To-Child Ratios - Minimum** Description: On August 20, 2026, the infants and toddlers' room exceeded the allowable staff to child ratio of one teacher for every 4 children under 18 months of age. On that day, there were 6 children ages 9 months to 14 months, under the care of one teacher all day. Repeat violation: Previously cited on 3/23/2026, 1/29/2025	Ensuring we are always within ratios	9-15-2026
11	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: In the two year olds boys and girls bathrooms, there was a toilet in each that did not flush. Repeat violation: Previously cited on 3/23/2026	Fixing the toilet to Ensure it runs	10-1-2026

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12	251.06(2)(i) **Deteriorating Paint** Description: Based on observation, in the 2 year olds□ room, one had chipped paint. Repeat violation: Previously cited on 3/23/2026, 9/18/2025, 1/29/2025, 11/14/2024	Actively painting classrooms	12-31-2026
13	251.06(2)(m) **Cleaning Aids - Equipment** Description: In the two year olds boys□ bathroom, there was a mop with a bucket of cleaning solution within the children□s reach.	Keeping out of reach of children	9-15-2026
14	251.06(3)(b)4. **Emergencies - Record Of Fire / Tornado Drills** Description: The center failed to maintain records of the fire and tornado drills.	Files are in my office for viewing	9-15-2026

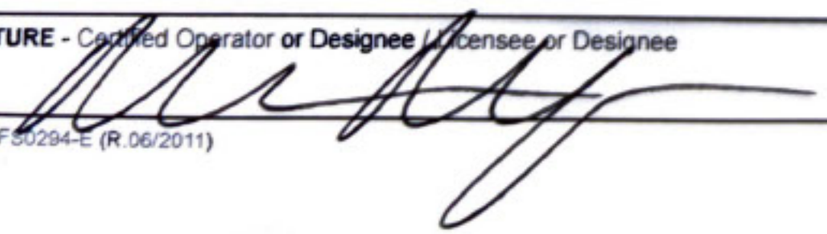
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15	251.06(4)(d) **Exits & Passageways - Unobstructed, Minimum Width** Description: Based on observation, the emergency exit by the infants and toddlers room was partially blocked by car seats leaving only a 20 inch clearance. Also, in the 1.5 year olds room, the emergency exit was short of the required 3 feet due to the position of the baby gate by the hallway. Repeat violation: Previously cited on 3/23/2026, 9/18/2025	Moving car seats to new area	9-15-2026
16	251.06(4)(jm)2. **Fire Alarms & Smoke Detectors - Testing** Description: The center failed to document that the fire detection and prevention systems are monitored by a fire prevention agency and that the detectors and alarms have been tested monthly.	Files are in My office for viewing	9-15-2026
17	251.07(3)(a) **Indoor Equipment - Safety** Description: The gate in the toddler room was not opening and closing properly Repeat violation: Previously cited on 9/18/2025	latch to fix	9-15-2026

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18 251.07(4)(e) **Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness** Description: In the Two Year Olds Room, some of the children□s bedding was in contact with other children□s bedding.	Ensuring bedding isn't touching	9-15-2026	
19 251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description: Base on observation, none of the centers□ medical log books have been reviewed in the last 6 months.	Reviewing medlog	9-18-2026	
20 251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Based on records review, in the infants room, there were 6 intake forms that had not been updated in the last 3 months. Repeat violation: Previously cited on 3/23/2026	update intake forms	10-1-2026	
21 251.09(1)(j) **Infant & Toddler - Crib Mattresses & Coverings** Description: In the crib room, there were four mattress covers that did not fit snugly over the mattresses. Repeat violation: Previously cited on 3/23/2026	FIND new Mattress Covers	10-1-2026	

NAME - Agency Worker
Gloribel Tegen

Date Issued
8/31/2026

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



Date Signed
9-14-2026