

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

ATTACHMENT "A"

STATE OF WISCONSIN

Date Correction Plan Due 4/12/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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 plan 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 261.04(2)(L) and (3)(f), DCF 262.41(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 Leaders Academy LLC		0000567450 / 001 - 2000751	
Address - Facility (Street, City, State, Zip Code) 5833 W Silver Spring Dr Milwaukee WI 532183269		Telephone Number 414-464-7777	Date - Regulation Visit 3/25/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 261.04(2)(L)1.b. Department Notices Posted Description: An enforcement dated 09/21/23 is not posted at the center.	3/25/2024 you will make sure posted & reposted 3/26/2024	3/25/24	
2 261.04(3)(L) Report - Construction Or Remodeling Description: Construction in an area of the school age room was not reported to the Department before the construction began.	3/26/24 will make sure all construction is reported before construction is started. 24 hour before start	3/26/24	

Name - Certified Operator / Licensed Center Little Leaders Academy Lic		Provider Number / Facility ID Number 0000687450 / 001 - 2000751	
Address - Facility (Street City, State, Zip Code) 5833 W Silver Spring Dr Milwaukee WI 532183269		Telephone Number 414-464-7777	Date - Reputation Visit 3/25/2024
Rule/Statute Number Non-compliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.04(6)(a)1. Child Record - Enrollment Information Description: Child 1 does not have documentation of the name, address, telephone number, and relationship to the child of a person to be notified in an emergency when a parent cannot be reached immediately. Repeat violation: Previously cited on 11/1/2023	Made sure had parent come in to update file 3/25/24	3/25/24	
4 251.04(6)(a)6m. Child Record - Immunization History Description: Child 2 and Child 4 do not have documentation of an immunization history in the child record. Repeat violation: Previously cited on 9/8/2022	Make sure contact parent to update record if not child cant return until documentation is updated.	4/16/24	
5 251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Child 4 does not have documentation of an initial health examination within 3 months after Child 4 was admitted to the center.	Contact parent gave me where to update or child cant return until updated.	4/16/24	

Name - Certified Operator / Licensed Center Little Leaders Academy Lic		Provider Number / Facility ID Number 0000567450 / 001 - 2000751	
Address - Facility (Street City, State, Zip Code) 5833 W Silver Spring Dr Milwaukee WI 532189269		Telephone Number 414-464-7777	Date - Regulation Visit 3/25/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>6 251.04(6)(b) Current, Accurate Daily Attendance Record Description: 8 children were present at the center on 03/25/24, however 7 children were marked in on the center attendance record. 2 children are missing arrival times documented on the attendance record for 03/24/24. 5 children are missing departure times documented on the attendance record for 03/21/24. 2 children are missing departure times documented on the attendance record for 03/23/24. Repeat violation: Previously cited on 11/1/2023</p>	<p>Had staff meeting with staff all staff were train on how important to know there children were about's at all times, also inform SHE supervisor check sign in/out sheet Daily, Arrival and departure time and Tracking sheet</p>	3/30/24	
<p>7 251.05(2)(a)2. Staff Record - Completed Background Check Description: Staff C, identified as a driver, does not have documentation from the department either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch DCF 13 and the person is eligible to work in a child care program. The background eligibility for Staff C is expired. Repeat violation: Previously cited on 11/1/2023, 7/20/2022, 7/15/2022</p>	<p>made sure background checks done. put in file. was completed</p>	4/15/24	

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>8 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A does not have documentation of a completed physical examination report within 30 days after Staff A was hired. Repeat violation: Previously cited on 11/1/2023, 4/4/2023, 9/8/2022</p>	<p>Staff A was inform of need physical examination was given until 4/12/24 to update.</p>	<p>4/12/24</p>	
<p>9 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff Adoes not have documentation of a certificate of completion for infant and child CPR and AED use from an agency approved by the department within 3 months after Staff A began working with children in care. Repeat violation: Previously cited on 4/4/2023, 9/8/2022</p>	<p>All staff had CPR and AED on 3/20/24</p>	<p>3/20/24</p>	
<p>10 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff C does not have documentation of a current biennial child abuse & neglect training. The most recent biennial child abuse & neglect training on file for Staff C was taken 10/28/21. Repeat violation: Previously cited on 11/1/2023, 4/4/2023</p>	<p>Made sure staff C has child abuse and neglect training put in file 4/13/24</p>	<p>4/13/24</p>	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Little Leaders Academy LLC		0000587450 / 001 - 2090751	
Address - Facility (Street, City, State, Zip Code)		Date - Regulation Visit	
5833 W Silver Spring Dr Milwaukee WI 532183269		3/25/2024	
Telephone Number		Expected Completion Date	
414-464-7777		3/20/24	
Correction Plan		Verification Date	
11	<p>Rule/Statute Number 251.056(1)(f)</p> <p>Noncompliance Statement Child Tracking Procedure</p> <p>Description: The center's tracking procedure was not followed when on 03/25/23, no tracking record was available for licensing review for the Book Club room. The tracking record was located next to the attendance record at a desk in the hallway. The tracking record was incorrect as 8 children were present in the classroom, however 7 children were marked in on the tracking record.</p> <p>Repeat violation: Previously cited on 11/1/2023</p>	<p>Had Staff meeting on 3/20/24 all staff were trained on tracking record and sign in/out sheets and knowing children were absent at all times.</p> <p>3/20/24</p>	
12	<p>251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: A fence post in the outdoor play space and accessible to children, is detached at the top of the fence post. Where the fence post is detached, has rough jagged edges posing a potential cutting hazard.</p> <p>A wire was observed in the outdoor play space coming down from the top of the building. The wire ends on the ground in the outdoor play space. Where the wire ends, there is exposed wiring with plastic electrical caps on the ends of the wires. This is in an area accessible to children.</p> <p>Repeat violation: Previously cited on 4/4/2023</p>	<p>Made sure talk with maintenance man was inform of all repairs and that need to be fixed expected date to be fixed</p> <p>04/20/24</p>	

Name - Certified Operator / Licensed Center Little Leaders Academy Lc		Provider Number / Facility ID Number 0000587450 / 001 - 2000751	
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Telephone Number 414-464-7777		Expected Completion Date	Verification Date
Rule/Statute Number Noncompliance Statement	Correction Plan		
<p>13 251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair</p> <p>Description: Waterspots were observed on ceiling tiles in the Shining Stars classroom.</p> <p>Several plastic light guards on the ceiling in the hallway leading to the stairwell to the school age room were observed to have dead bugs inside of them.</p> <p>Repeat violation: Previously cited on 4/4/2023</p>	<p>Made sure ceiling tiles in shining stars repair made sure clean stairwell to the school age room remove dead bugs 3/25/24</p>	3/25/24	
<p>14 251.06(2)(i) Deteriorating Paint</p> <p>Description: There are several areas of flaking paint on an orange color wooden barrier around mulch/climbing equipment in the outdoor play space that are accessible to children.</p> <p>Repeat violation: Previously cited on 4/4/2023</p>	<p>Will make sure when we rethe permits will paint orange wooden barrier around mulch/climbing equipment in the outdoor play space 3/25/24</p>	3/25/24 expected date 4/20/24	
<p>15 251.07(8)(dm)2. Medical Log - Pages & Entries</p> <p>Description: There are skipped lines on page 3 of the medical log book.</p>	<p>Staff were trained on 3/20/24 on how to fill out medical log.</p>	3/20/24	

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Telephone Number		Expected Completion Date	
414464-7777		3/25/24	
Correction Plan		Verification Date	
16	<p>251.07(6)(j)1. Emergency Medical Authorization & Parental Notification</p> <p>Description: Child does not have documentation of written permission from the parent to call a child's physician or refer the child for medical care in case of injury.</p>	<p>Had parent come in fill out permission in case of injury 3/26/24</p>	
17	<p>251.08(4)(b) Driver Orientation-Requirement</p> <p>Description: Staff C, identified as a driver, does not have current documentation of an annual driver training. The most recent annual driver training on file for Staff C was taken on 08/08/22</p> <p>Repeat violation: Previously cited on 11/1/2023, 9/8/2022</p>	<p>staff updated an annual driving training put in staff file 3/26/24</p>	
18	<p>251.08(4)(c)1. Driver Record - Obtain & Review</p> <p>Description: Staff C, identified as a driver, does not have a current annual driving record on file. The most recent driving record on file for Staff C is from 10/2/21.</p> <p>Repeat violation: Previously cited on 11/1/2023, 4/4/2023</p>	<p>sent for staff annual driving record, will put in file, when comes take couple weeks 4/12/24</p>	

NAME - Agency Worker
 Daniel Noel

Date Issued
 3/27/2024

Date Signed
 4/9/24

SIGNATURE - Certified Operator of Designee / Licensee or Designee

