

Date Correction Plan Due
2/13/2026

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

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
Little Leaders Academy Llc

Address - Facility (Street, City, State, Zip Code)
5833 W Silver Spring Dr Milwaukee WI 532183269

Telephone Number
414-464-7777

Provider Number / Facility ID Number
0000587450 / 001 - 2000751

Date - Regulation Visit
1/14/2026

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Child 1 does not have immunizations on file at the center. Repeat violation: Previously cited on 5/19/2025, 3/25/2024	Child's parent was contacted. Review of Child received info w/ office staff.	2-1-2026	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Attendance is not current and accurate. On 12/12/25 two children are signed in but there is no time out. On 12/20/25 five children are signed in but there is no time out. On 1/9/16 and 1/10/26 there is one child who was signed in with no time out. Part of enforcement action dated 3/27/24 Repeat violation: Previously cited on 3/25/2024	Staff meeting was held. All staff informed of the importance and DCF rule for proper attendance record keeping.	2-1-2026	

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3 251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff A who has been a lead teacher for more than 6 months does not have a registry certificate.	Staff registry info reviewed. Proper documents sent over for Reg. Cert update.	3-16-2026	
4 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff hours documented do not reflect which classroom they worked in.	Training for all staff occurred. Staff hours are now being recorded on the daily.	2-1-2026	
5 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A does not have documentation of training in CPR/AED. Repeat violation: Previously cited on 3/25/2024	Staff has been notified and given a timeframe of when CPR/AED document proofs to be submitted	2-28-2026	
6 251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Staff A and Staff D who cook meals do not have four hours of training in kitchen sanitation, food handling and nutrition prior to beginning work.	Training/Meeting had. Meal Prep training ordered and work has started to complete.	2-28-2026	

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7 Potential Source Of Harm On Premises Description: There is an exposed screw in a bookshelf in the school age room. There is a loose computer cord on the floor in the infant room. This was removed during the visit. Part of enforcement action dated 3/27/24, 2/19/25 and 6/4/25. Repeat violation: Previously cited on 5/19/2025, 2/3/2025, 3/25/2024	Sources of harm will be addressed at staff meeting. Daily checks of premises will be enforced as well as nightly checks.	2-9-2026	
8 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: There is a container of disinfectant wipes on the table when entering the center. There is a can of Lysol spray and room freshener spray on a shelf when entering the center. Also on the shelf is a first aid kit which has a tube of hydrocortisone cream inside. All of these were accessible to children and state <input type="checkbox"/> keep out of reach <input type="checkbox"/> . **All the items were removed and placed in an area not accessible to children. Part of enforcement action dated 6/4/25. Repeat violation: Previously cited on 5/19/2025, 2/3/2025, 8/26/2024	Sources of harm will be addressed at staff meeting. Daily as well as nightly checks of the premises will be enforced.	2-9-2026	

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9 251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: The premises is not being maintained to prevent the entrance or harborage of vermin as there is a hole in the bottom corner of the back exit door. Part of enforcement action dated 2/19/25, 6/4/25. Repeat violation: Previously cited on 7/30/2025, 5/19/2025, 2/3/2025, 8/26/2024, 3/25/2024	Door inspected. Weather strip will be purchased and installed.	2-28-2026	
10 251.06(2)(i) Deteriorating Paint Description: There are small amounts of peeling/flaking paint through out the school age room. Part of enforcement action dated 3/27/24, 2/19/25, 6/4/25. Repeat violation: Previously cited on 5/19/2025, 2/3/2025, 3/25/2024	Flaking paint was scraped & repainted.	2-1-2026	
11 251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: The garbage can in the school age room has food thrown in it and it is not covered. Repeat violation: Previously cited on 5/19/2025	Garbage can disposed of. Meeting had reminding all staff all trash cans must have a lid.	2-1-2026	

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12 251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: One of the freezers was at 10 degrees and ice crystals have formed on the food. Freezers need to be maintained at 0 degrees or below.	Freezer has been turned down. Freezer inspected and is working properly.	2-1-2026	
13 251.06(9)(d)2.a. Food Storage - Dry Food Description: There is an open bag of flour and sugar, and an open box of dry potatoes that are not stored in a food grade container to zip type bag. Repeat violation: Previously cited on 2/3/2025	Dry food storage containers will be purchased as well as ziplock bags. Menu storage rules addressed at staff meeting.	2-9-2026	
14 251.07(5)(a)5.a. Menus - Post Description: The menu posted in the kitchen and on the parent board is not current. The menu posted is dated October 26-Nov 1st.	Menus to be updated and proper menus to be posted.	2-28-2026	
15 251.07(5)(a)5.c. Menus - Available For Review Description: There is no menu available for review from Nov 1, 2025 to December 14, 2026.	Menus to be updated and proper menus to be posted and kept for review.	2-28-2026	

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16 251.08(3)(c) Information In Vehicle - Route And Stops Description: The routes and stops on file does not include a child who was just transported. Repeat violation: Previously cited on 2/3/2025	Route and stops to be updated to display current & accurate information.	2-28-2026	
17 251.08(4)(b) Driver Orientation - Requirement Description: Staff C does not have an updated (every 12 months) driver orientation on file. The last orientation is dated 2/20/24. Part of enforcement action dated 3/27/24. Repeat violation: Previously cited on 3/25/2024	Driver Orientation held, and proper documentation completed and filed away.	2-9-2026	
18 251.08(4)(c)1. Driver Record - Obtain & Review Description: Staff C does not have a current (every 12 months) driving record on file. The last driving record is dated April 2024. Part of enforcement action dated 3/27/24. Repeat violation: Previously cited on 3/25/2024	Driver Record to be ordered from DMV and filed appropriately.	2-28-2026	

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19 251.08(5)(c) Vehicle Alarm - Inspection Description: There is not a current (every 12 months) vehicle inspection on file for the 15 passenger van. The last vehicle inspection is date 2/16/24.	Vehicle will be taken for inspection. Proper documentation to be completed and filed away.	2-16-2024	
20 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child 1's infant and toddler intake form has not been updated in the last 3 months. It was last updated on 9/24/25. Repeat violation: Previously cited on 5/19/2025, 2/3/2025	Training on updating infant toddler forms was conducted. Parent will be contacted to update form.	2-28-2026	

NAME - Agency Worker
Sara Cooney, Kristin Lange

Date Issued
1/28/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

2-11-2026

DCF-F-CFS0294-E (R.06/2011)