

Date Correction Plan Due 3/24/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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.

Name - Certified Operator / Licensed Center Sproutlet's Daycare		Provider Number / Facility ID Number 4000585764 / 003 - 2003275		
Address - Facility (Street, City, State, Zip Code) N7080 Elizabeth Dr Holmen WI 546369206		Telephone Number 608-780-9128	Date - Regulation Visit 3/3/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>250.04(6)(a) Child Record - Maintenance, Availability</p> <p>Description: The provider was missing a child record for Child #1 who was in care on the day of the monitoring visit. Per rule, the provider shall maintain a current written record at the center on each child enrolled.</p>	<p>The paper was obtained by the parent on 3-5-26</p>	3-5-26	
2	<p>250.04(6)(a)1. Child Record - Enrollment Information</p> <p>Description: The center was missing enrollment information for Child #4 such as person's authorized to pick up/drop off the child, emergency contact information, written consent from the parent for medical care or treatment and written consent from the parent for field trips. This information is required to be at the center on or before a child's first day of attendance.</p>	<p>obtained there forms on by parent #4. Form were obtained on 3-6-26</p>	3-6-26	

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3	250.04(6)(b) Current, Accurate Daily Attendance Record Description: The attendance was not current and accurate on the day of the licensing visit when none of the children were signed in on the attendance record.	attendance is taken every day when dropped off and when the kids in my daycare leave.	3-5-26	
4	250.06(3)(b) Emergency Plans - Practice Description: There was no documentation showing that a fire drill was practiced for the months of January and February 2026. Rule requires a provider to keep written records of dates and times of the monthly drills.	Moving forward every 1st week of the month drill will be done. For march it was done on 3/2/26	March was done on 3/2/26	
5	250.06(4)(a)3. Smoke Detectors - Testing Description: There was no documentation showing that smoke detectors were tested for January and February 2026. Rule requires a record to be kept of the time, date and results of the test.	Moving forward every week first week the inspections will take place. March was done on 3/2/26	March was done 3/2/26.	

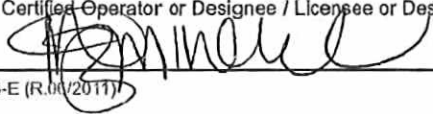
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6	250.09(1)(c)4g. Infant & Toddler - Audio Monitoring Description: Rules requires an audio monitoring device be used in any room where children under the age of one year are placed to sleep. Contrary to rule, the provider did not have an audio device in use in a room where 3 children under one were napping.	audios are installed on 3-6-26 where 3 children under one sleeps	3-6-26	
7	250.09(3)(b) Infant & Toddler - Food & Formula Brought From Home Description: Per rule, providers shall ensure that food and formula (including breast milk) are labeled with the child's name and dated. Multiple bottles of breast milk and/or formula sitting out and breast milk in the freezer that were not labeled with the child's name or dated as observed by the licensing specialist during the monitoring visit.	Parents were informed on 3/4/26 to put names and dated - every bottles per kid that I watch has names and dates.	3/5/26	
8	250.09(4)(b) Infant & Toddler - Diaper Changing Surface - Disinfection Description: The provider did not use a two-step process of first cleaning and then disinfecting the diaper changing surface as observed during the licensing visit. Per rule, diaper changing surfaces require a two-step process of cleaning and then disinfecting between diaper changes.	I have a bottle spray with soap & water to spray on the changing table and disinfecting solution	3/5/26	

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NAME - Agency Worker
Jennifer Stubbe

Date Issued
3/10/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
3-11-26