| Date Correction Plan Due | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL |
|---|---|---|
| 11/9/2026 | | 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 | Provider Number / Facility ID Number |
|---|---|
| Big Steps Little Troopers Childcare | 6000590186 / 001 - 2005261 |

| Address - Facility (Street, City, State, Zip Code) | Telephone Number | Date - Regulation Visit |
|---|---|---|
| 3731 W Kilbourn Ave Milwaukee WI 532083112 | 901-552-7074 | 10/13/2026 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 1 | 250.04(6)(a)3.<br>**Child Record - Alternate Arrival / Release Agreement**<br><br>Description: Child #2 does not have an alternate arrival/release agreement on file and is transported by a family member. | Child 2 now has an alternate arrival/release form agreement | 10/16/2026 | |
| 2 | 250.04(6)(b)<br>**Current, Accurate Daily Attendance Record**<br><br>Description: Attendance was not accurate at the time of the visit. Three children who were present were not signed in. | Children will be signed in immediately upon arrival. | 10/14/2026 | |

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|---|---|---|---|---|
| 3 | 250.05(3)(e)2.<br>**Provider Training - Current Cpr Certificate**<br><br>Description: Staff A and Staff B□s infant CPR/AED training is not by a department approved provider. | Staff A and B will be retrained by department approved provider. | 11/16/2026 | |
| 4 | 250.055(1)(L)<br>**Procedure - Number, Names, Whereabouts Known At All Times**<br><br>Description: The child tracking was not accurate at the time of the visit. Three children who were present at the time of the visit were not signed in on the attendance sheet which is used for child tracking. | Children will be signed in immediately upon arrival which will keep them tracked. | 10/14/2026 | |
| 5 | 250.06(2)(e)<br>**Potential Source Of Harm On Premises**<br><br>Description: Several loose cords are accessible to children. Loose cords are a strangulation hazard. | Cords have been since put away and out of reach of children | 10/13/2026 | |
| 6 | 250.07(6)(b)1.<br>**Medical Log Book**<br><br>Description: There is no medical log book at the center. | Medical log book has been replaced | 10/14/2026 | |

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| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected<br>Completion Date | Verification<br>Date |
|---|---|---|---|---|
| | | | | |

**NAME** - Agency Worker
Sara Cooney, Kristin Lange

Date Issued
10/26/2026

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

Date Signed
11/3/2026