

Date Correction Plan Due 4/22/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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.

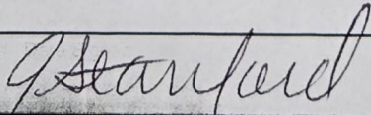
Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Big Steps Little Feet Llc		4000585044 / 001 - 1014727	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
4217 Kadlec Dr Sheboygan WI 53083		920-458-5437	4/7/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Child #3 on the child record checklist does not have an updated health report in his file. The most recent health report on file is dated February 21, 2023.	Parent was notified and Health report was sent in and is now on file	4/11/25
2	251.05(2)(a)7. Staff Record - Continuing Education Description: Staff C on the staff record checklist does not have 15 hours of continuing education hours for 2024 located in her file.	Staff was notified and is in process of turning in her completed certificates	5/1

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3	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: Medical log books in the young two's and 3 to 4 year old classrooms were not reviewed in the last 6 months. The last review was completed on July 10, 2024.	log book reviewing policy was revisited and appropriate staff were retrained.	4/11/25
4	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff A on the staff record checklist does not have the required 10 hour infant and toddler training completed.	A course the staff is being enrolled in the infant/toddler course.	enrollment by 4/17

NAME - Agency Worker
Clint Smith

Date Issued
4/8/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

4/14/25