

Date Correction Plan Due 7/15/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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)(l) 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	
Little Scholars Beginnings Llc		1000585061 / 001 - 1014742	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
3209 Business Park Dr Stevens Point WI 544828837		715-344-4330	6/18/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Child 1 did not have complete child enrollment information on file. Child 8 did not have an emergency contact on file.	<i>We reviewed all child records and updated missing enrollment details, including emergency contacts. Going forward, we will use a checklist to ensure all required information is completed and reviewed quarterly.</i>	<i>07/15/25</i>
2	251.04(6)(a)6. Child Record - Health History Description: Child 8 was missing the second page of the health history form. Repeat violation: Previously cited on 8/24/2023	<i>The missing 2nd pg. of Child's Health History form has been completed and filed. Staff were re-trained to double-check all pages of the Health Report are collected at enrollment times.</i>	<i>07/15/25</i>

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<p>3 251.04(6)(a)6m. Child Record - Immunization History</p> <p>Description: Child 7 did not have record of immunizations or waiver on file.</p>	<p>Child 7's immunization record has been obtained and added to the file. Enrollment procedures were discussed with office staff and they were reminded to request documentation prior to the due dates.</p>	07/15/25	
<p>4 251.06(10)(dm)1. Washrooms - Sanitary Conditions</p> <p>Description: The shared bathroom between the Orange and Grape Classrooms smelled of urine and dried urine covering the toilet seat.</p>	<p>The bathroom was deep cleaned the same day and is now checked daily for cleanliness. Staff have been re-trained to immediately address odors.</p>	06/18/25	
<p>5 251.06(11)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces</p> <p>Description: The energy-absorbing surface under the outdoor play equipment was less than nine inches deep in the fall zone.</p> <p>Repeat violation: Previously cited on 11/7/2024</p>	<p>We added more fresh mulch and raked high areas to meet the required 9" depth. A monthly playground check includes depth measurements.</p>	07/15/25	
<p>6 251.06(2)(i) Deteriorating Paint</p> <p>Description: Deteriorating and/or flaking paint was in areas accessible to children in the Grape, Orange, Blueberry, Cherry, and Olive Classrooms.</p>	<p>All areas of flaking paint were repaired. Maintenance staff will now perform monthly facility inspections to catch issues early.</p>	07/15/25	

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7 251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: An exit door in the large motor area was blocked by a wooden playhouse.	The wooden playhouse was removed immediately. Staff were reminded during training, that EXITS must remain unobstructed at all times.	06/18/25 and 07/15/25	
8 251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: There was not a thermometer in the refrigerator of the Infant Classroom. Repeat violation: Previously cited on 11/7/2024, 4/1/2024	A refrigerator thermometer was put in the Infant Room refrigerator. Thermometers are now checked periodically by other staff to ensure it stays inside the fridge.	07/15/25	
9 251.07(6)(dm)3.c Medical Log - Medication Administration Description: Per staff interview and review of records in the Infant Classroom, the correct dosage of medication was not documented in the medical log for one child on 06/05/25 and 06/06/25. One child was given medication on 06/11/25 and it was not documented in the medical log book.	Medication entries missing proper documentation were corrected and staff were re-trained on recording time, dosage, and initials immediately after administering medications. Medication log books are reviewed by the Director more often to check for accuracy.	07/15/25	

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10	<p>251.07(6)(f)1.a. Medication Administration - Parent Authorization</p> <p>Description: One medication in the Infant Classroom did not contain the parent authorization to administer.</p> <p>One medication in the Blueberry Classroom contained a blanket authorization.</p> <p>Repeat violation: Previously cited on 11/7/2024, 8/24/2023</p>	<p>All medications missing correct parental authorization were removed until proper forms were completed. We now verify that authorizations are current and specific before accepting any medications.</p>	07/15/25	
11	<p>251.08(4)(b) Driver Orientation - Requirement</p> <p>Description: The annual driver orientation was not on file for Staff A and B.</p> <p>Repeat violation: Previously cited on 8/24/2023</p>	<p>Staff A and B have completed their annual driver orientation and forms are now in their files. A calendar reminder system has been created to track all required Annual Trainings.</p>	07/15/25	
12	<p>251.08(4)(c)1. Driver Record - Obtain & Review</p> <p>Description: The annual driver record was not on file for Staff A and B.</p> <p>Repeat violation: Previously cited on 8/24/2023</p>	<p>Annual driver records for staff A and B have been obtained and filed. Going forward, driver record checks will be scheduled and reviewed by the Director each August.</p>	07/15/25	
13	<p>251.08(5)(b) Vehicle Inspection Report</p> <p>Description: The annual vehicle inspection was not on file.</p>	<p>The vehicle inspection was done if the reports can't be produced then the inspections will be re-done. Inspections will be scheduled annually prior to the due date every year.</p>	08/20/25	

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14	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: A bottle in the Infant Classroom was not dated and labeled in the refrigerator.	The unlabeled bottle was immediately removed, and the family was reminded of labeling policies. All staff were retrained, and a daily bottle check is now conducted by the Infant Room teachers.	07/15/25

NAME - Agency Worker Heather Struck	Date Issued 6/30/2025
SIGNATURE - Certified Operator or Designee / Licensee or Designee <i>Conyia Dillmeier</i>	Date Signed 07/15/2025