

Date Correction Plan Due 11/3/2025	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)(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 Little Toes		Provider Number / Facility ID Number 9000588419 / 002 - 2004534		
Address - Facility (Street, City, State, Zip Code) W12465 State Road 95 Alma Center WI 546118010		Telephone Number 715-896-8010	Date - Regulation Visit 9/19/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) Current, Accurate Daily Attendance Record Description: The attendance was not current and accurate on the day of the licensing visit when one child was not signed in on the attendance record in the 3 year old classroom.	Each Lead Teacher will check daily to make sure each child is signed into care on their attendance form.		
2	251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Rule states that any staff who prepares meals and snacks shall document at least one hour of training annually in kitchen sanitation, food handling or nutrition. Staff E was missing documentation of the 1 hour of annual training.	Each staff member who helps in the kitchen will do training each year. A certificate will be placed both in staff's folder and in the kitchen for review.		

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Noncompliance Statement			

NAME - Agency Worker
Jennifer Stubbe

Date Issued
10/20/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
11/01/2025