

Date Correction Plan Due 1/9/2026	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 Little Toes	Provider Number / Facility ID Number 9000588419 / 002 - 2004534
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Address - Facility (Street, City, State, Zip Code) W12465 State Road 95 Alma Center WI 546118010	Telephone Number 715-896-2315	Date - Regulation Visit 11/21/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: On the day of the complaint visit, none of the 5 children in the cow room were signed in on the attendance record when the licensing specialist arrived at the center at 6:54 am on November 21, 2025.</p> <p>There were 8 children signed into the attendance records in two separate rooms between 6:30-6:55 am on November 21, 2025. There were only 5 children in one room until at least 7:00 am as observed by the licensing specialist on the day of the complaint visit.</p> <p>Per rule, attendance records must be current and accurate at all times.</p> <p>Repeat violation: Previously cited on 9/19/2025</p>	<p>The center has reviewed attendance record procedures with all staff to ensure attendance is completed accurately and <u>IN</u> real time upon each child's arrival and departure. Effective immediately, classroom staff are responsible for verifying that all children present are signed in correctly before beginning daily activities and director or cook staff will conduct daily checks of attendance records by 8:00 am. Ongoing training will be provided to reinforce this licensing requirements.</p>	11/01/2026	

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Little Toes		9000588419 / 002 - 2004534		
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2	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: The center is required by rule to maintain documentation of the days and hours worked, and in which room for each staff person that is included in the staff-to-child ratio. The attendance record for the day of the complaint visit, November 21, 2025 indicates a staff person was in the Duck room from 6:50-7:00 am with 5 children. As observed by the licensing specialist, there were no children in the Duck room between 6:54-7:00 am. The staff person signed in at 6:50 am did not arrive at the center until 7:00 am and there were only 5 children in the center during that time frame in the cow room.</p>	<p>The center has reviewed staff sign-in procedures to ensure staff record their actual arrival time, work hours, & assigned room accurately. Effective immediately, staff will sign in only upon arrival. The director or cook staff will review staff attendance & room assignments daily to ensure accuracy & compliance w/ staff-to-child ratio documentation requirements</p>	1/01/2026	
3	<p>251.06(7)(a) Indoor Space - Square Footage Per Child</p> <p>Description: There were 11 children observed in care in the duck room by the licensing specialist on the morning of the complaint visit until the bus arrived and 5 children got on the bus. The maximum capacity based on required square footage per child for the duck room is 10 children. The maximum capacity of the room was exceeded by one child during this time.</p>	<p>The center has reviewed room capacity limits with all staff to ensure required square footage per child is maintained at all times. Effective immediately, staff will verify the # of children in each classroom before combining groups or transitioning children. Director will monitor rooms daily to ensure rooms are not over in capacity.</p>	1/01/2026	

Name - Certified Operator / Licensed Center

Little Toes

Address - Facility (Street, City, State, Zip Code)

W12465 State Road 95 Alma Center WI 546118010

Telephone Number

715-896-2315

Date - Regulation Visit

11/21/2025

Correction Plan

Expected Completion Date

Verification Date

Rule/Statute Number
Noncompliance Statement

4 251.07(1)(g)
Early / Late Day Plan Of Activities

Description: On the day of the complaint visit, 2 school age children were being cared for in a toddler room. There weren't developmentally appropriate activities planned for this age group during the early morning when these children are combined with infants & toddlers as observed by the licensing specialist.

Effective immediately, school-age children will no longer be cared for in toddler room during early or late day hours. A 2nd teacher will be scheduled at opening to allow children to be separated by age group, ensuring school-age children remain in preschool classroom. The staffing adjustment will ensure developmentally appropriate care & activities are provided at all times.

1/01/2026

5 251.07(3)(a)1.
Indoor Equipment - Developmental Level, Size

Description: On the day of the complaint visit, 2 school age children were being cared for in a toddler room. There wasn't equipment scaled to the developmental level, size or ability of school age children in this room as observed by the licensing specialist.

Effective immediately, school-age children will no longer be placed in toddler room during early or late day hours. A 2nd teacher will be scheduled at opening to allow children to be separated by age group, ensuring school-age children remain in preschool classroom w/ equipment appropriate to their developmental level, size, & abilities.

4/01/2026

6 251.09(1)(h)
Infant & Toddler - Crib Space Requirement

Description: Two children under the age of 1 were being cared for in a toddler room on the day of the complaint visit as observed by the licensing specialist. This room has not had deductions for cribs or pack and plays. Children under 1 may not be cared for in this room unless deductions for cribs or pack and plays have been documented.

Upon arrival, children age 1 and under will be signed into and cared for in their approved infant room. Planning to have toddler room re-measured to see if a pack-and-play can be used if needed.

1/09/2026

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Noncompliance Statement

NAME - Agency Worker

Jennifer Stubbe

Date Issued

12/26/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Elaine Fara

Date Signed

1/08/2026