Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/6/2026		715-930-1148

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
Little Toes		9000588419 / 002 - 2004534
Address - Facility (Street, City, State, Zip Code)	**Telephone Number**	**Date - Regulation Visit**
W12465 State Road 95 Alma Center WI 546118010	715-896-2315	9/17/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: Rule states that admission information for an infant or toddler shall be on file in the room to which the child is assigned. Three children in the toddler room were missing an intake form in the room in which the child was being cared for on the day of the monitoring visit. Staff did find the forms during the visit and place them in the room where the child was located.	When children transition to a new room, staff will transition intake forms with student so that they are in the same room.	10101126	

NAME - Agency Worker
Jennifer Stubbe

Date Issued
9/22/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Elaine Fath

Date Signed
10/01/2026