Attachment A

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 4/21/2025	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 262-446-7800

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.

RECEIVED
STATE OF WISCONSIN
APR 29 2025
SOUTHEASTERN REGIONAL OFFICE
DCF DECE BECR

Name - Certified Operator / Licensed Center		**Provider Number / Facility ID Number**	
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(c) **Current, Accurate Information** Description: Multiple staff provided inconsistent information about whether Staff D works at the center or not. Repeat violation: Previously cited on 10/1/2024	Will find out what this is about	Done	
2	251.04(3)(o) **Report - Change In Transportation Services** Description: The center did not report a change in transportation services to the department. Three children were taken on a field trip by center provided transportation on 3/17/25.	Data sent		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243		
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
3	251.04(6)(a)1. **Child Record - Enrollment Information** Description: Child 2 and Child 4 does not have emergency contact information on file. Child 2 and Child 4 does not have physician/medical facility information on file. Email sent on 3/24/25 shows correction.	Done		
4	251.04(6)(a)2. **Child Record - Emergency Medical Consent** Description: The file for Child 5 does not have a box marked yes or no for emergency medical consent.	Done		
5	251.04(6)(a)6. **Child Record - Health History** Description: Child #5 health history is incomplete. The Health History form indicates the child has asthma. There is no information about when this condition requires emergency medical care. The same child has a physical on file that says "no dairy". This is not indicated on the health history form. Repeat violation: Previously cited on 3/28/2024	Done		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6	251.04(6)(a)6m. **Child Record - Immunization History** Description: Child 1, Child 2, Child 3, Child 4, and Child 5 are missing immunization records. Email sent on 3/24/25 shows correction for Child 4 and Child 5.	working with parent to get information	4-25 2025	
7	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: Child 4 does not have documentation of a physical on file and has been enrolled for longer than 3 months.	Done		
8	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: Center attendance is not current and accurate. A child who is present at the center on 3/18/25 is not signed in on the center attendance. On 2/11/25 two children who were signed in on the attendance are not signed out. On 2/27/25 and 2/28/25 a child who is signed in on the attendance is not signed out. Repeat violation: Previously cited on 3/28/2024	Done		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243		
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
9	251.05(2)(a)1. **Staff Record - Personal Information** Description: Staff A's file does not contain an address, date of birth, previous work experience and reasons for leaving position, and the name and number of an emergency contact. Staff C's file does not contain previous work experience, and reasons for leaving previous positions.	Done		
10	251.05(2)(a)2. **Staff Record - Completed Background Check** Description: Staff C's caregiver background check eligibility is expired and was alone with 3 infants on 3/18/25. Repeat violation: Previously cited on 10/1/2024, 8/20/2024	Done		
11	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff A, Staff C and Staff F do not have a physical on file. Repeat violation: Previously cited on 3/28/2024	Done		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243		
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
12	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: There is no documentation of days and hours and which classroom staff worked in to meet ratio for review at the center.	Done		
13	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff C and Staff E do not have documentation of infant/child CPR/AED training. Staff F's infant/child CPR/AED training is expired and is not from an approved provider.	Done		
14	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff A, Staff E and Staff F do not have current training of Child Abuse and Neglect. Repeat violation: Previously cited on 10/1/2024, 3/28/2024	Done		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121	**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
15	251.05(3)(gr)3.a. **Meal Prep Personnel - Training** Description: Staff F does not have current documentation of annual training in kitchen sanitation, food handling, and nutrition. The training on file expired 11/29/23.	Done		
16	251.05(4)(a) **Staff Orientation - Develop, Implement, Document** Description: Staff A□s does not have an orientation for a group child care. The orientation on file is for a certified family. Staff C□s orientation is incomplete. It is missing 9 of the 19 items listed on the orientation form.	Done		
17	251.06(10)(f) **Bathroom Supplies** Description: There is no toilet paper in 2 of the 3 bathroom stalls. Email sent on 3/19/25 shows corrected.	Done		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
18	251.06(2)(a) **Potential Source Of Harm On Premises** Description: A soap dispenser with screws sticking out from it is sitting next to the handwashing sink in the toddler room. There is a loose cord hanging from the time clock in the school age room. In the infant room there was a hot laminator on the floor next to a child. The cord from the laminator was also loose and accessible to children.	Disposed of Done corrected		
19	251.06(2)(b) **Electrical Or Hot Surface Protection** Description: Several outlets in the school age room and the toddler room are not guarded.	corrected		
20	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: There is an unlabeled spray bottle on the bottom shelf of a diaper changing station (accessible to children) in the bathroom. The bottle smelled of a cleaning solution. This was removed during the visit.	corrected		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243		
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
21	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: There are numerous stained ceiling tiles in the infant room which look to be from a leak in the roof. There are large amounts of rust peeling on the metal ceiling in the school age room. The walls throughout the center are dirty and stained. There is a large hole in drywall in the school age room. Some of the energy absorbing surface in the outdoor play is ripped up.	talke to matiance man will correct before april 30th. owners father died		
22	251.06(2)(n) **Garbage Containers - Construction & Disposal Schedule** Description: There is no lid on a garbage can with food inside, located in the school age room.	corrected		
23	251.06(4)(a) **Fire Extinguishers - Operable, Inspected, Labeled** Description: The fire extinguishers have not been inspected in the last year. The tag indicates they were last inspected in January 2024	corrected		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
24	251.06(4)(j)2. **Fire Alarms & Smoke Detectors - Maintenance** Description: The fire alarm system indicates it is not maintained in operating condition. There is a light on indicating "system trouble" and "zone disable".	corrected		
25	251.06(9)(f)3. **Food - Leftover Prepared Food** Description: Left over prepared food was not dated and refrigerated promptly when left over lunch was placed in a container but left sitting on top of the stove several hours after lunch was served.	corrected		
26	251.07(2)(e)3. **Prohibited Actions - Physical Restraint, Restriction, Enclosure** Description: A child who is almost 1.5 years old was observed sitting in a highchair for approximately 30 minutes with no food or activity.	Discussed with teacher corrected		
27	251.07(4)(b) **Naps Or Rest Periods - Awake Children** Description: Several children in the toddler room were awake for more than 45 minutes and not given a quiet activity during nap time.	Discussed with teacher corrected		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121	**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
28	251.07(5)(a)10. **Sharing Information About Food & Other Allergies** Description: The allergy list posted in the kitchen does not list food allergy for a child who cannot have dairy.	Corrected		
29	251.07(5)(a)5.a. **Menus - Post** Description: There is no menu posted on the parent board. Email sent on 3/19/25 shows corrected.	Corrected		
30	251.07(5)(a)6. **Menus - Changes** Description: The menu for 3/18/25 was not changed to reflect what was served for lunch. The menu states spaghetti, meatballs, oranges and green beans when Salisbury steak oranges and mashed potatoes were served.	will Follow guide Lines corrected		
31	251.07(6)(dm)3.b. **Medical Log - Injury In Care** Description: An incident report dated 11/12/24 and 6/10/24 where a child was injured is not logged in the medical logbook.	Corrected		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
32	251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description: The medical logbook was not reviewed in the last 6 months. It was last reviewed on 4/4/24. Email sent on 3/19/25 shows corrected.	corrected		
33	251.08(4)(c)1. **Driver Record - Obtain & Review** Description: There is no driving record on file for a employee who transported children on a field trip on 3/17/25. Repeat violation: Previously cited on 10/1/2024, 3/30/2023	Sent		
34	251.08(5)(b) **Vehicle Inspection Report** Description: There is no vehicle inspection for a vehicle (Honda Accord) when this vehicle was used to transport children on a field trip.	Sent		
35	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: Two Infant and Toddler intake forms where not in the infant room where the two children were being cared for. Repeat violation: Previously cited on 3/30/2023	corrected		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Small Steps Big Dreams Llc		1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121	**Telephone Number** 414-716-5101	**Date - Regulation Visit** 3/18/2025	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
36	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Two of the infant and toddler intake forms reviewed have are not being updated every three months. One child started on 9/17/24 and the other one started 8/24/24 and there are no updated.	Talked with Teacher corrected		
37	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: There is a rip in the diaper changing pad exposing foam, therefore it is not a cleanable surface. Email sent on 3/19/25 shows corrected.	Replaced corrected		
38	251.09(4)(a)5. **Infant & Toddler - Soiled Diapers Disposal** Description: There are soiled diapers thrown away in a garbage can in the bathroom. This garbage can is not handsfree. Email sent on 3/19/25 shows corrected.	corrected		

NAME - Agency Worker
Sara Cooney, Maureen Slatten

Date Issued
4/4/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Suzette Hubbard

Date Signed
4/21/2025