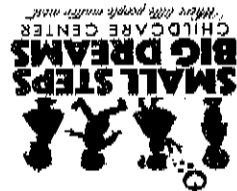


Comments:
Documents
 Jasmine Lowe
 Owner Operator
 Small Steps Big Dreams

Fax
 Attention: Sara Cooney
 Fax Number: 2624467991
 From: Small Steps Big Dreams
 Fax Number: (414)716-5101
 Date: 11/25/2025
 Regarding: Noncompliance statement and correction plan
 Number of Pages: 6 including cover fax

Fax



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 202.066, 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 rules. 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**
Small Steps Big Dreams Llc 1000589631 / 001 - 2004243

Address - Facility (Street, City, State, Zip Code) **Telephone Number**
10230 W Fond Du Lac Ave Milwaukee WI 532245121 414-716-5101

Date - Regulation Visit
10/29/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(2)(L)1.b. Department Notices Posted Description: The Warning Letter issued on March 4, 2025 is not posted.	Done The warning letter issued March 4, 2025 has been visibly posted.	11/24/25	

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Date - Regulation Visit
10/29/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>2 251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: There are no hours documented for Staff A, who is working and meeting ratio for today's visit.</p> <p>There are no hours documented for staff working on 10/27/25 and 10/28/25.</p> <p>Staff A does not have a time out on 10/24/25.</p> <p>Staff hours are not consistently documented for the driver when children are being transported.</p> <p>Repeat violation: Previously cited on 3/18/2025</p>	<p><i>Done</i></p> <p>All staff has been added to the attendance sheet and hours have been documented.</p> <p>The driver's working hours have also been added to the attendance</p>	<p><i>11/24/25</i></p>	
<p>3 251.06(2)(d) Access To Materials Potentially Harmful To Children</p> <p>Description: There is bleach and water spray accessible to children on a low shelf of a changing table inside the bathroom. There is a Lysol Spray bottle accessible to children on the kitchen counter which is accessible to children as the kitchen was open for children to enter.</p> <p>**Both items were removed at the time of the visit.</p> <p>Repeat violation: Previously cited on 3/18/2025</p>	<p>- All products and material possibly harmful have been placed <i>Done</i> in a locked and safe area. Only accessible to staff.</p>	<p><i>10/24/25</i></p>	

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Rule/Statute Number Noncompliance Statement		Correction Plan	
4	251.07(5)(a)5. a. Menus - Post Description: The menu posted on the parent board is from September. Repeat violation: Previously cited on 3/18/2025	The menus on the parent board have been updated weekly.	11/03/25
5	251.07(5)(a)6. Menus - Changes Description: Changes to the menu are not being kept on file. What was served for breakfast the morning or the visit does not match what is listed on the menu. Repeat violation: Previously cited on 3/18/2025	A change (daily) menu sheet has been printed and made available to cook. Accessible next to the menu.	10/30/25
6	251.08(4)(c)1. Driver Record - Obtain & Review Description: There is no current driving record for Staff B, Staff C and Staff D. Part of Warning Letter dated March 18, 2025. Repeat violation: Previously cited on 3/18/2025, 10/14/2024	All staff eligible to drive will provide a detailed driving record. Done	10/29/25

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Date - Regulation Visit
10/29/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7 251.08(5)(b) Vehicle Inspection Report Description: There is no vehicle inspection for the 15 passenger van which is used for transportation. Repeat violation: Previously cited on 3/18/2025	Vehicle both not Done was scheduled for inspection and completed	5/15 04/29/05	

NAME - Agency Worker
Sara Cooney, Maureen Stalen

Date Issued
11/17/2025

SIGNATURES - Certified Operator or Designee, Licensee or Designee

Suzette Hubbard
DCH-F-CF-S0294-E (R.03/2011)

Van McDaniel
Date Signed
11/21/2025

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due
11/8/2023

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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)

Telephone Number

Date - Regulation Visit

10230 W Fond Du Lac Ave Milwaukee WI 532245121

414-716-5101

11/6/2023

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.11(4)(b) Continuation License - Application Materials Submission	Materials were submitted for Delegation of Administration	11/24/23	

NAME - Agency Worker
Sarah Stomont

Date Issued
11/8/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Sarah Stomont

11/25/23

DCF-F-CFS0294-E (R.06/20/11)