

Date Correction Plan Due 4/14/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Woodland Preschool Lake Mills Campus		Provider Number / Facility ID Number 1000590001 / 001 - 2004986		
Address - Facility (Street, City, State, Zip Code) 807 N Main St Lake Mills WI 535511118		Telephone Number 920-945-0520	Date - Regulation Visit 3/24/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(a)2. Parent Notification Description: Center did not provide sufficient detail to reasonable apprise a family of an injury that occurred in care.	Notification to the families with multiple phones were made. In the future we will also follow up via email if requested by parent. A detailed incident report training has been done with all staff.	March 28, 2025	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: The center did not maintain current accurate, daily written attendance when attendance reviewed for March 3-7, 2025, showed a child was moved to a classroom but their actual arrival and departure was not recorded.	A new detailed sign in and out sheet was created for both staff and students that also has a spot to do a name to face check every hour.	March 28, 2025	

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3	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: The center did not maintain accurate documentation of staff days and hours worked and in which classroom when the person is included in the staff to child ratio when staff in the maple room were not signed into the classroom. In addition, attendance records reviewed for March 3-7, 2025, had missing documentation of staff being counted in the classroom ratio.	The two teachers were observed in the classroom interacting with the students, but failed to sign in on the paper. A new sign in and out sheet has been created where it puts teachers and students on the same sheet for ease of use.	April 7, 2025	
4	251.09(1)(d) Infant & Toddler - Assignment To Room & Caregiver Description: Each infant and toddler were not cared for by a regular assigned childcare worker in a self-contained room or area when records reviewed showed that toddlers often were moved to different rooms and infants and toddlers were often cared for by different caregivers.	We have created an attendance policy to reduce call in's as well as have set teachers in each classroom to be kept with their students moving forward.	March 28, 2025	

NAME - Agency Worker
Michelle Garcia

Date Issued
3/31/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
April 2, 2025

Ashley Bartkowiak