DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
7/23/2026		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.

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Little Steps Bilingual Family Daycare		2000591712 / 001 - 2007843	
Address - Facility (Street, City, State, Zip Code) 34720 116Th St Twin Lakes WI 531819582	**Telephone Number** 202-325-6535	**Date - Regulation Visit** 7/6/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(b) **Current, Accurate Daily Attendance Record** Description: There were 7 children in care and three were signed in to the attendance records.	To ensure this violation does not occuer again in the future, I will personally verify and complete each child's attendance record by signing them in upon arrival and signing them out at the time of departure. This procedure will be completed by me every day to ensure all atendance records are accurate, complete and in compliance with licensing requirements.	Monday 20th 2026 7:35am 7/20/2026	
2	250.05(2)(e)1. **Staff File - Registry Certificate** Description: Staff A did not have documentation of a registry certificate on file.	Our staff are already submitted application to obtain her Certificate of Achievement. I will ensure that a copy is provided as soon as we recive it. We have been informed that the processing time is approximately 3 weeks.	Monday 20th 7:48am 7/20/2026	

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3	250.05(3)(e)2. **Provider Training - Current Cpr Certificate** Description: Staff A did not have documentation of a current CPR training course on file.	The training class was completed on Saturday July 18th.	7/20/26 Time: 8:00am	
4	250.06(9)(c) **Safe Food** Description: There was infant cereal that was not dated to ensure that it does not expire.	The infant cereal was brought the daycare already opened that morning. the date wosn't there Moving Foward, I will ensure that the date is written on any item recived from parents as soon as it is brought in and opened in accordance With licensing requirements.	7/20/26 Time: 8:04am	

NAME - Agency Worker
Joel Marquez

Date Issued
7/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
07/20/2026

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