

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE  
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated January 21, 2026 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
  - Do not include confidential information, including the names of children and staff.
  - Write in concise, plain English.
  - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
  - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
  - **Email:** rebecca.brickson@wisconsin.gov or
  - **Fax:** (608) 422-6766 or
  - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES  
BUREAU OF EARLY CARE REGULATION  
SOUTHERN REGION  
PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

**You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.**

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

<b>Date Correction Plan Due</b> 2/4/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Little Woodland Preschool - Mount Horeb		<b>Provider Number / Facility ID Number</b> 6000593036 / 001 - 2008111		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1720 Springdale St Mount Horeb WI 535722470		<b>Telephone Number</b> 608-459-5067	<b>Date - Regulation Visit</b> 1/8/2026	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: A physical examination report was not on file for Staff A, D and F.	Two of these staff members do not work at LWP. The last staff member turned in her Health Report and is fully up to date.	1-14-2026	
2	251.05(2)(a)8. <b>Staff Record - Orientation</b>  Description: Staff orientation was not on file for Staff G.	This staff member had her orientation done when she originally worked for LWP. She took a leave and has now re-done her orientation and is fully up to date.	1-9-2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b>  Description: Abusive head trauma prevention training was not on file for staff B, C and F.	All staff needing to do this training completed it during the work day and is fully up to date.	1-12-2026	
4	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Child abuse and neglect training was not on file for staff C and H.	All staffing needing this training or who will be needing it soon has re-certified during the work day to ensure it was done.	1-12-2026	
5	251.05(3)(g)1. <b>Assistant Child Care Teacher - Supervision</b>  Description: According to staff interviews and classroom observations, assistant teachers have been left alone during nap time and do not always work under the supervision of a qualified teacher as required.	This was not scheduled as such and during the staff meeting, we trained all staff on what to do if something is needed to ensure that we are always compliant with keeping a qualified teacher in the classroom.	1-13-2026	

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6	251.07(2)(e) <b>Child Guidance - Prohibited Actions</b>  Description: A staff member engaged in a prohibited action that may have been emotionally or physically painful to children when in the one-year-old classroom, a teacher was yelling at the children to lay down in a harsh tone of voice. The teacher grabbed the children roughly by their arms, picked them up and forcefully put them on their sleeping bags. In addition, the same staff was described as often yelling at the children in a cruel or frightening way to redirect their behavior.	This staff member has been written up and is going through the process of shadowing with an experienced teacher that directly reports to our Center Director. This staff member will be enrolled in Course #1001313 on positive classroom guidance and discipline. Correct guidance was also gone over with ALL employees at the staff meeting.	2-3-2026	
7	251.07(4)(b) <b>Naps Or Rest Periods - Awake Children</b>  Description: Children in the one-year-old classroom, were forced to stay on their sleeping bags for approximately 23 minutes after waking up from nap.	A DCF trainer is coming in on giving specific training on rest time choices for students who wake up early or are not sleeping. Secondly, all staff were given training on this at our staff meeting. This is also a part of our initial trianing for new staff.	1-13-2026	

**NAME** - Agency Worker  
Rebecca Brickson

Date Issued  
1/21/2026

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee



Date Signed  
2-3-2026