| Date Correction Plan Due | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL |
|---|---|---|
| 7/23/2026 | | 608-422-6765 |

**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 Woodland Preschool - Mount Horeb Campus | 6000593036 / 001 - 2008111 |

| Address - Facility (Street, City, State, Zip Code) | Telephone Number | Date - Regulation Visit |
|---|---|---|
| 1720 Springdale St Mount Horeb WI 535722470 | 608-459-5067 | 6/16/2026 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 1 | 251.05(2)(a)2.<br>**Staff Record - Completed Background Check**<br><br>Description: Child care worker who was counted in-ratio and caring for children, did not have documentation from the department that indicates a child care background check was completed and that the individual is eligible to work in a child care program. | The documentation has now been printed and filed away properly to prove background check eligibility. | 7/14/2026 | |
| 2 | 251.05(2)(a)6.<br>**Staff Record - Days & Hours Worked**<br><br>Description: The center did not maintain accurate documentation of staff days and hours worked when counted in ratio when on several occasions staff sign outs were missing from attendance records.<br><br>Repeat violation: Previously cited on 2/17/2026 | Updated reminders on the importance of signing in/out has been sent. There is also record keepings using our clock in system and schedules to ensure it is accurate. | 7/17/2026 | |

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| 3 | 251.05(3)(g)2.<br>**Assistant Child Care Teacher - Qualifications**<br><br>Description: Staff did not complete the required entry level training prior to assuming the position of a qualified assistant child care teacher, when the teacher was providing sole supervision to a group of children during nap time. | Only qualified assistant teachers will provide sole supervision to children during the first/last 2 hours of the day and 2 hours during nap time. | 07/14/2026 | |
| 4 | 251.06(4)(j)2.<br>**Fire Alarms & Smoke Detectors - Maintenance**<br><br>Description: Fire detection and preventions systems were not maintained in operating order when the system was loudly buzzing in the entry way. | The center was actively working on finding a company to service the monitoring system for weeks prior to the visit. A company has been found to service it. | 07/31/2026 | |
| 5 | 251.09(4)(a)5.<br>**Infant & Toddler - Soiled Diapers Disposal**<br><br>Description: Soiled disposable diapers were not placed in a hands-free, covered container when the container lid was broken and did not close. | The garbage can pin has been replaced so it can open completely hands free. | 06/16/2026 | |

**NAME** - Agency Worker
Rebecca Brickson

Date Issued
7/9/2026

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

Date Signed
07/14/2026