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 November 03, 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.

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
11/17/2026		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	10/5/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(b) **Report - Damage To Premises** Description: Center did not report to the department any damage to the premises or any incident that results in the loss of utility services within 24 hours, when the center evacuated the building due to a potential gas leak and closed for the remainder of the day.	The gas leak was from a building adjacent to ours. Our building was cleared to return to the same day. We did not force anyone to stay after all students were picked up.	I9/22/26	
2	251.06(10)(dm)1. **Washrooms - Sanitary Conditions** Description: Washrooms were not maintained in a sanitary condition when bathroom sinks and toilets were visibly dirty. In addition, a toilet plunger covered in toilet paper particles was accessible to children.	Each day the teachers ensure the children's bathrooms in their classroom are cleaned fully.	9/22/26	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: The premises was not clean and maintained to prevent the entrance or harborage of vermin when classroom floors were visibly dirty with small pieces of debris and according to staff, mouse droppings had been observed in classrooms, under the dishwashing sink, and on the kitchen counters where food is prepared. In addition, under the dishwashing sink a dark residue was observed on the pipe and floor.	The teachers sweep and Mop at Nap time each day to ensure this does not happen again.	10/6/2026	
4	251.06(9)(a)2. **Kitchen Equipment & Utensils - Safe & Sanitary** Description: Kitchen equipment was not maintained in a clean and sanitary condition when dish drying racks and food transportation carts were visibly dirty with dried food spills.	We replaced the drying rack in the kitchen to ensure this is prevented going forward.	11/16/2027	
5	251.06(9)(b)2. **Pre-Washing Dishes** Description: Dishes were not scraped, sorted and pre-washed under running water prior to washing.	We trained the team on how dishes are to be washed as well as changing the water multiple times a day. This will ensure it does not happen in the future.	10/5/26	

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6	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: Diaper changing surface was not an easily cleanable surface when the diaper changing pad had several rips in the material which can harbor bacteria.	The changing mats were replaced in both rooms immediately	10/05/26	

NAME - Agency Worker
Rebecca Brickson

Date Issued
11/3/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Ashley Bartkowiak

Date Signed
Nov 11, 2026