

Date Correction Plan Due
7/23/2025

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
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

Latoya Little Steps To Success

Provider Number / Facility ID Number

2000591402 / 001 - 2006578

Address - Facility (Street, City, State, Zip Code)
2161 S 16Th St Milwaukee WI 532152617

Telephone Number
414-722-1710

Date - Regulation Visit
7/2/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 250.04(6)(a)4.a. Child Record - Physical Exam - Under 2</p> <p>Description: Child #1, a child under the age of 2, does not have an updated child health report on file every 6 months. The most recent health report completed for Child #1 is dated 12/3/24.</p>	<p>child #1 health report has been updated. In the future I will make sure all health reports are being done every 6 months.</p>	7-15-25	
<p>250.05(2)(c) Staff File - Days, Hours Worked</p> <p>Description: Per a review of a sampling of attendance records staff hours were not documented on 6/6/25 to demonstrate who met the staff-to-child ratio when three children were identified on the attendance record as having been in care.</p>	<p>attendance record staff hours were updated. In the future I will make sure all staff are sign in and out correctly.</p>	7-2-25	

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3	<p>250.06(11)(b)5. Outdoor Play Space - Prohibited Surfaces</p> <p>Description: Following licensure a swing set with a swing and climbing equipment has been added to the outdoor play space. The set has been placed on top of concrete which is prohibited under climbing equipment, swings and slides.</p>	<p>Swing set has been updated to the proper area. In the future I will make sure all equipment are placed on grass and not concrete.</p>	7-14-25
4	<p>250.06(2)(e) Potential Source Of Harm On Premises</p> <p>Description: Two AA batteries in a remote control that does have the cover over the batteries are accessible to children in one of the licensed child care rooms.</p> <p>Repeat violation: Previously cited on 12/6/2023</p>	<p>The cover to the remote has been updated. In the future I will not have remotes around without the back cover.</p>	7-2-25
5	<p>250.07(3)(a)2. Play Equipment - Safe & Sturdy</p> <p>Description: A metal swing set observed in the outdoor play space is not anchored. The swing set has been set on top of the concrete surface in the play space.</p>	<p>metal swing set has been updated. In the future I will make sure all equipment are properly anchored.</p>	7-14-25

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6 250.07(6)(b)2 Medical Log Book - Pages And Entries Description: Lines are observed skipped on Page 5 of the center medical log book.	medical log book has been updated. In the future I will make sure no lines are being skipped.	7-2-25	
7 250.08(4)(c)1. Driver Record - Obtain & Review Description: The most recent driving record on file for the licensee expired on 12/7/24. NOTE: This violation was corrected following the visit. On 7/2/25 the licensee submitted an updated driving record that was completed on 7/2/25.	Driver record has been updated. In the future I will stay on top of all driving records.	7-2-25	
8 250.08(6)(a) Child Safety Restraint System Description: A child observed transported by the licensee in a low back booster seat is not properly restrained during transport. The shoulder restraint portion of the seatbelt has been placed behind the child's body rather than across the child's body.	Child safety restraint has been updated. In the future I will not transport any children who are not properly restrained in their car seat or booster seat.	7-2-25	

NAME - Agency Worker
Maureen Slatten

Date Issued
7/11/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jessica

Date Signed
7-15-2025