DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 7/21/2026	**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		**Provider Number / Facility ID Number**	
Latoya Little Steps To Success		2000591402 / 001 - 2006578	
Address - Facility (Street, City, State, Zip Code) 3236 N 40Th St Milwaukee WI 532163613	**Telephone Number** 414-722-1710	**Date - Regulation Visit** 6/25/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a)4.a. **Child Record - Physical Exam - Under 2** Description: Child #4 (age 1), a child under the age of 2, does not have a follow-up health examination on file at least once every 6 months after the initial health examination. The most recent health examination on file for Child #4 is dated 4/29/25. Repeat violation: Previously cited on 7/2/2025	In the future all children will have current health report every 6 months	7/1/26	
2	250.04(6)(a)4.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Child #1 (age 4) does not have an initial health examination report on file that was completed not more than one year prior nor later than 3 months after being admitted to a center. There is no health examination report on file for Child #1 who has attended the center since 10/11/24.	In the future all children will have current health reports every 6 months.	7/1/26	

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3	250.05(2)(c) **Staff File - Days, Hours Worked** Description: Documentation of the actual days and hours worked by staff when the hours were used to meet the applicable staff-to-child ratio is inaccurate. A departure time was not recorded for the licensee on 6/25/26 when she is no longer at the center. Repeat violation: Previously cited on 7/2/2025	In the future all staff will be sign in and out to meet staff to child ratio.	7/1/26	
4	250.05(2)(d)1. **Staff File - Physical Examination - Form** Description: A completed physical examination report that was completed within 12 months before or 30 days after the person began working with children in care is not on file for Staff A who has been employed since 10/22/25.	In the future all staff will have completed a physical examination within 12 months or 30 days after they started.	7/1/26	
5	250.05(3)(e)2. **Provider Training - Current Cpr Certificate** Description: There is no documentation available for review either paper or electronic, demonstrating that Staff A has maintained a current certificate of completion for a department-approved course in infant and child CPR with AED. The most recent certificate on file for Staff A expired in May 2026.	In the future all staff will have a vaild Cpr with AED in their files.	7/1/26	

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6 250.05(3)(fm) **Biennial Training - Child Abuse & Neglect** Description: The most recent Child Abuse & Neglect training completed by Staff A expired on 6/3/26.	In the future all staff will have a current. - child s Neglect training in their files.	7/1/24	
7 250.06(2)(e) **Potential Source Of Harm On Premises** Description: Cords are accessible to children on the floor in the basement child care area. A tripping hazard caused by uneven concrete surfacing is observed in the basement. Sharp screws are accessible to children in the fence in the outdoor play space. Large weeds and tall grass are present in the outdoor play space with play equipment placed in the weeks and grass. Repeat violation: Previously cited on 7/2/2025	In the future all Cords will be no accessible to children. All trip hazard will be removed. Screwed be removed, grass cut,	7/1/24	
8 250.06(3)(b) **Emergency Plans - Practice** Description: There is no documentation demonstrating the required monthly fire drills were completed for the months of March and May 2026 and the required monthly tornado drill for May 2026.	In the future I will make sure all forms are filled out each month for emergency plans.	7/1/24	

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9	250.06(4)(a)3. **Smoke Detectors - Testing** Description: There is no documentation demonstrating the required monthly smoke detector testing was completed for the months of March and May 2026.	In the future I will make sure all forms are filed out each month for Emergency Plans.	7/1/26	
10	250.07(2)(a) **Guiding Children's Behavior** Description: Staff B is heard speaking to children in a very harsh tone when attempting to guide their behavior during the visit.	In the future I will make sure all ~~fire inspections are done~~ staffs are following DCF child guidance Rule.	7/1/26	
11	250.07(3)(a)3. **Play Equipment - Placement** Description: Play equipment in the outdoor play space is not organized and placed to so as to avoid danger or accident or collision and to permit freedom of action. Large pieces of play equipment and toys are strewn throughout the outdoor play space.	In the future I will make sure the outdoor Play area is set up and organized for the children.	7/1/26	
12	250.07(6)(b)1. **Medical Log Book** Description: The licensee is unable to locate the center's medical log book during the monitoring visit.	In the future I will. Make sure the medical log book is present at all times.	7/1/26	

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13	250.07(6)(f)6. **Medication Administration - As Labeled & Authorized** Description: A bottle of prescription medication and a current authorization to administer the medication to Child #2 daily while he is in care is observed at the center however the medication is not being administered to the child by the center.	In the future I will make sure all medication and authroization to administer are current.		

NAME - Agency Worker
Maureen Slatten, Kristin Lange

Date Issued
7/7/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jessica

Date Signed
7/7/2026