

Date Correction Plan Due
10/11/2024

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
920-785-7811

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	
Tracy's Tots		8000581908 / 002 - 2002888	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
355 W 9Th Ave Oshkosh WI 549026464		920-573-3414	9/24/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	250.04(6)(a) Child Record - Maintenance, Availability Description: One child did not have a file at the facility - see checklist Repeat violation: Previously cited on 4/3/2024	<i>Filled out form 10-1-2024</i>	
2	250.04(6)(a)1.f Child Record - Enrollment Information - Medical Contact Description: One child did not have his physician listed on his enrollment form and one child was missing their enrolment form with the start date and birthdate of the child - see checklist.	<i>Received paper work 10-1-2024</i>	

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3	<p>250.04(6)(a)1m. Child Record - Health History</p> <p>Description: One child did not have a health history on file at the center - see checklist.</p>	<p>Received paperwork 10-1-2024</p>		
4	<p>250.04(6)(a)3. Child Record - Alternate Arrival / Release Agreement</p> <p>Description: Three children were missing their alternate release forms in their files - see checklist.</p> <p>Repeat violation: Previously cited on 9/29/2023</p>	<p>Filled out form 10-1-2024</p>		
5	<p>250.04(6)(a)4.b. Child Record - Physical Exam - Over 2, Under 5</p> <p>Description: One child was missing his physical in his file after 30 days of enrollment - see checklist.</p> <p>Repeat violation: Previously cited on 9/29/2023</p>	<p>Received paper work 10-1-2024</p>		
6	<p>250.04(6)(a)4m. Child Record - Immunization History Compliance</p> <p>Description: One child was missing their immunization history in their file after 30 days of enrollment - see checklist.</p>	<p>Received paper work 10-1-2024</p>		

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7 250.09(1)(c)1. Infant & Toddler - Information For Providing Individualized Care Description: One child was missing an under 2 intake form - see checklist. One child did not have a current intake - see checklist. Repeat violation: Previously cited on 2/15/2023	<i>Updated form 10-1-2024</i>		

NAME - Agency Worker
Jill Kellner

Date Issued
9/27/2024

SIGNATURE - Certified Operator or Designee / Licensee or-Designee

Tracy Hinzler

Date Signed

10-1-2024