

INSTRUCTIONS FOR COMPLETION OF NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

correct each noncompliance item on the same rule. If you need to add more items, use the back of this form or a separate sheet of paper.

DEPARTMENT OF CHILDREN AND FAMILIES
 Division of Early Care and Education
 STATE OF WISCONSIN

Date Correction Plan Due: 3/18/2025
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN
 TO FILE A COMPLAINT CALL: 920-785-7611

Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline proposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 200.047(3) and (3)(b), DCF 201.042(3) and (3)(b), DCF 202.41(1)(L) and (2)(L). 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, print your copy of the noncompliance statement and correction plan over the license or accordance with Wis. Stat. 49.027. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 49.715. 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: Tracy's Totz
 Provider Number / Facility ID Number: 800058166 / 932 - 200286

Address - Facility (Street, City, State, Zip Code): 355 W. 97th Ave - Deltona WI 54926414
 Telephone Number: 920-573-3414
 Date - Regulation Visit: 3/3/2025

Item	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(5)(a) Child Record - Maintenance, Availability Description: One child did not have a file at the center - see checklist Repeat violation: Previously cited on 9/24/2024, 4/3/2024	* Will not allow child to drop in again	3/14/2025	
2	250.04(5)(4)a Child Record - Physical Exam - Over 2, Under 5 Description: One child did not have a physical in his file after 3 months of enrollment - see checklist Repeat violation: Previously cited on 9/24/2024, 9/29/2023	Parent handed paper work in	3/5/2025	

Name - Certified Operator / Licensed Center Tracy's Totz		Provider Number / Facility ID Number 8000581001 / 002 - 2002888		
Address - Facility (Street, City, State, Zip Code) 355 W 97th Ave - Oakbrook 1M 54002644		Telephone Number 905-673-3414	Date - Registration Visit 3/3/2025	
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date	
3 250.04(1)(a)(iv) Child Record - Immunization History Compliance Description: One child did not have his immunization record in his file after 30 days of care - see checklist. Repeat violation: Previously cited on 9/24/2024	Parent handed paper work in	3/5/2025		
4 250.04(3)(b) Current, Accurate Daily Attendance Record Description: The daily attendance form was not filed out for this week or last week. Provider reported that she has not done this in a while.	Recorded all the hours on form	3/4/2025		
5 250.08(1)(c)(1) Infant & Toddler - Information For Providing Individualized Care Description: Two intakes were not current - see checklist. Repeat violation: Previously cited on 9/24/2024	Updated by me, signed by parents	3/4/2025		

NAME - Agency Worker
Jill Kullner

Date Issued
3/4/2025

SIGNATURE - Certified Operator or Designer / Licensee or Designer
Tracy Hinzke

Date Signed
3/4/2025