

**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 March 25, 2025 . 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:** AmyE.Anderson@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.

<b>Date Correction Plan Due</b> 4/8/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 608-422-6765
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**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.

<b>Name - Certified Operator / Licensed Center</b> Cyndie's Learning Thru Play		<b>Provider Number / Facility ID Number</b> 7000558337 / 001 - 1010315		
<b>Address - Facility (Street, City, State, Zip Code)</b> 5302 Trafalger Pl Madison WI 53714		<b>Telephone Number</b> 608-445-3775	<b>Date - Regulation Visit</b> 3/20/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	250.04(2)(L) <b>Background Check Request Form - Addition To Household</b>  Description: The licensee did not submit a completed Background Check Request (BCR) form to the Department for each potential household member prior to the date on which the individual became a household member when an adult moved into the household in January 2025 and a BCR form has not been submitted as of 3/25/25.	Submitted 3/14/2025	3/25/2025	
2	250.04(6)(a)4m. <b>Child Record - Immunization History Compliance</b>  Description: Child 2, who has been enrolled at the center longer than six weeks, is missing documentation of their immunization history.	Completed 3/21/2025	3/25/2025	

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5302 Trafalger Pl Madison WI 53714		608-445-3775	3/20/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>250.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: Attendance was not current and accurate during the licensing visit when five children were present, but only three children were signed in.</p>	<p>Attendance will be filled in Upon children arrival. Children were marked in on Attendance when addressed With Licensing.</p>	3/20/2025	
4	<p>250.05(2) <b>Staff File - Maintenance &amp; Availability</b></p> <p>Description: Staff B, who has been working as a volunteer since January 2025, reportedly removed their staff file from the premises prior to the licensing visit; it was not available for review.</p>	<p>A second record was copied, and will stay on premises. 3/21/2025</p>	03/21/2025	
5	<p>250.05(2)(b) <b>Staff File - Background Check Results</b></p> <p>Description: Staff B, who has been a household member and volunteer since January 2025, is missing a child care background check completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13, and the person is eligible to work in a child care program.</p>	<p>Household member back ground Check was completed 3/14/2025</p>	3/14/2025	

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6	250.05(3)(g) <b>Provider Training - Abusive Head Trauma</b>  Description: Staff B, who has been working as a volunteer since January 2025, is missing documentation of having completed training in abusive head trauma prior to working with children.	Completed 12/17/2024 Copy sent 3/25/2025	3/25/2025	
7	250.05(4)(a)5. <b>Staff Orientation - SIDS Risk Reduction Procedures</b>  Description: Staff B, who has been working as a volunteer since January 2025, is missing documentation of having completed an orientation that addresses SIDS risk reduction procedures.	Completed 12/17/2025	3/25/2025	
8	250.05(4)(a)7. <b>Staff Orientation - Emergency Procedures</b>  Description: Staff B, who has been working as a volunteer since January 2025, is missing documentation of an orientation that addresses emergency procedures.	Completed 12/17/2025	03/25/2025	

**NAME** - Agency Worker  
Amy Anderson

Date Issued  
3/25/2025

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

Cynthia Harms

Date Signed

3/35/2025