

<b>Date Correction Plan Due</b> 8/22/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-930-1148
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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> Carlton Child Care		<b>Provider Number / Facility ID Number</b> 1000589351 / 002 - 2005743		
<b>Address - Facility (Street, City, State, Zip Code)</b> 125 W Sorensen Ave Bruce WI 548199443		<b>Telephone Number</b> 715-960-0003	<b>Date - Regulation Visit</b> 4/14/2025	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b>  Description: Center staff have stated that a classroom have been out-of-ratios in the morning hours for about 30 minutes in the months of February and March 2025.	I will continue to follow the same proactive planning procedures I have always used— assigning staff based on daily attendance an classroom needs to ensure ratios are upheld. personally monitor staffing levels throughou the day and step in immediately if any adjustments are needed. To prevent future confusion, I will also review ratio guidelines with staff during our next team meeting and ensure that documentation is visible and accessible for reference	Ongoing – procedures are already in place and will continue without interruption.	
2	251.06(3)(b)2. <b>Emergencies - Practice Written Plans</b>  Description: Center staff have stated that the monthly fire evacuation drills were not being done.	To maintain compliance and avoid future confusion, I will continue conducting monthly fire evacuation drills as I ha always done. Additionally, I will ensure that drill documentation is clearly posted and accessible to all staff and I will review procedures during staff meetings to reinforce awareness and accountability.	Ongoing – drills are already being conducted monthly and will continue without interruption.	

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3	251.07(6)(dm)2. <b>Medical Log - Pages &amp; Entries</b>  Description: Medical log book for the Infant classroom and Toddler classroom had entries that did not include the time of the incident. See page 27 - 31 in Medical log book in Infant classroom, and page 28 and 29 in Medical log book in Toddler classroom.	I do daily review of medical logs to ensure accuracy and completeness. This includes verifying that each entry contains the time of the incident. Staff are already trained on this expectation and as part of our daily checkout process, and we will reinforce this through ongoing training and reminders. I will also post a visual reminder near the log book to prompt staff to include all required details, including time.	Ongoing – procedures are already in place and will continue daily

**NAME** - Agency Worker  
Sou Yang

Date Issued  
8/8/2025

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

Date Signed