

Date Correction Plan Due 5/1/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Carlton Child Care		Provider Number / Facility ID Number 1000589351 / 002 - 2005743		
Address - Facility (Street, City, State, Zip Code) 125 W Sorensen Ave Bruce WI 548199443		Telephone Number 715-960-0003	Date - Regulation Visit 3/31/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Child Enrollment form for Child #4 did not have the date of the child's first day of attendance.	The enrollment form for Child #4 has been updated to include the correct first day of attendance. A new enrollment checklist has been implemented, and no child file will be marked complete until all required fields—including first day of attendance—are verified and initialed by the director."	4/17/2026	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: The staff file for the kitchen staff did not have documentation of having a completed physical examination.	The kitchen staff member has completed the required physical examination, and documentation has been added to the staff file. A staff onboarding checklist has been updated to require verification of physical exam documentation before an employee may begin independent duties	4/17/2026	

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3	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: The kitchen staff did not have documentation of completion in Mandated Reporter - Child Abuse and Neglect training.	The kitchen staff member has completed the Mandated Reporter – Child Abuse and Neglect training, and the certificate has been placed in the staff file. A biennial training tracker has been created to ensure all staff complete and document required trainings before expiration	4/17/2026	
4	251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: The garbage container in the kitchen had garbage in it and there was no cover lid on the garbage container.	A covered garbage container has been placed in the kitchen and is now used for all waste. Staff have been retrained on sanitation procedures, including keeping all garbage containers covered and emptying them on the required schedule. Daily kitchen checks have been added to the closing checklist.”	4/17/2026	
5	251.09(1)(am) Infant & Toddler - Intake Information Description: Child #1 is under 2 years of age and the center did not have a completed Intake Under 2 years form for this child as required for completion by the child's first day of attendance.	The Intake Under 2 form for Child #1 has been completed and added to the child's file. Enrollment procedures have been updated to require that all Under-2 intake forms are completed and verified before a child's first day of attendance	4/17/2026	

NAME - Agency Worker

Sou Yang



Date Issued

4/17/2026

4/17/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed