

**MAR 20 2025**  
TO FILE A COMPLAINT CALL  
262-446-7800  
SOUTHEASTERN REGIONAL OFFICE  
DCF DECE BECR

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
3/21/2025

**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, you will be given a notice of the sanction and / or penalty and your appeal rights.

**Name - Certified Operator / Licensed Center**

Mini Stepz Academy Learning Ctr Lic

**Provider Number / Facility ID Number**

4000591244 / 001 - 2006418

**Address - Facility (Street, City, State, Zip Code)**  
3958 N 51st Blvd Milwaukee WI 532162355

**Telephone Number**  
414-275-3958

**Date - Regulation Visit**  
2/24/2025

**Rule/Statute Number**  
**Noncompliance Statement**

1 251.04(6)(b)

**Current, Accurate Daily Attendance Record**

Description: There 15 children signed in and 13 children present.

**Correction Plan**

When child leave and  
or enter class staff confirm  
on walkie that child is  
signed out. Attendance  
card tracking checked every  
30 min - hotel

**Expected Completion Date**

2.24.25

**Verification Date**

**NAME - Agency Worker**  
Anthony Totraitis

**Date Issued**  
3/7/2025

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

**Date Signed**

3.11.25

3-18-25  
Q: 25cm  
drop-off

