

Date Correction Plan Due 8/6/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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 School 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 notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center Mini Stepz Academy Learning Ctr Llc	Provider Number / Facility ID Number 4000591244 / 001 - 2006418
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Address - Facility (Street, City, State, Zip Code) 3958 N 51st Blvd Milwaukee WI 532162355	Telephone Number 414-759-7839	Date - Regulation Visit 6/13/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(f) Child Tracking Procedure Description: There was no tracking method available in the Pre-K room at the time of review.	There was a new Standard tracking sheet Created for Pre-K room All staff has to complete and keep updated	6/16/25	
2	251.08(4)(b) Driver Orientation - Requirement Description: There was not a current annual driver orientation for Staff C.	All staff who are listed as drivers have completed driver orientation sent to licensure 6/20/25.	6/20/25	

RECEIVED
STATE OF WISCONSIN

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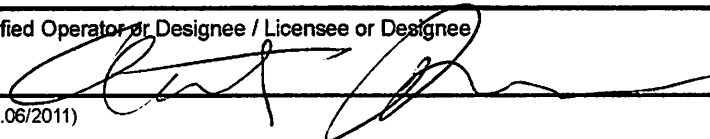
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3	251.08(4)(c)1. Driver Record - Obtain & Review Description: There was not a current driver record for staff C.	Driving Record for staff C was turned in with compliance and emailed to licenser 7/29/25.	7/28/25

NAME - Agency Worker
Anthony Totraitis

Date Issued
7/23/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

7/29/25