DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 9/29/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 262-446-7800

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 202.085, 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		Provider Number / Facility ID Number	
Tots Into Scholars Lrng Center Llc		3000590173 / 002 - 2006452	
Address - Facility (Street, City, State, Zip Code) 5629 W North Ave Milwaukee WI 532081052	**Telephone Number** 414-324-4223	**Date - Regulation Visit** 9/9/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. **Child Record - Health History** **Description:** Health history information on file for Child #1 and Child #2 is incomplete. The Health History and Emergency Care Plans on file identify each child as having asthma however questions #2-8 on the Health History and Emergency Care Plans have not been answered for Child #1 and not all of the questions have been answered for Child #2 as they relate to the child's asthma.	All Questions have been answered for Child #1 and Child #2.	9-17-2026	
2	251.04(6)(b) **Current, Accurate Daily Attendance Record** **Description:** The daily attendance record is not current and accurate. Departure times have not been recorded for two children who have left the center on 9/9/26. In addition, per a review of attendance records for August 2026, departure times were not recorded for multiple children.	we can not go back to correct them. moving forward all Children will be marked in and out and it will be accurate	9-17-2026	

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3	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Documentation of the days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio is incomplete. Per a review of staff hours for the month of August 2026, departure times were not recorded for multiple staff. In addition, the hours worked by staff when the person was included in the staff-to-child ratio does not identify the classroom staff are working in on the day of the monitoring visit.	Each attendance form is marked with the names of the room. - attendance will be accurate & documented.	9-17-2026	
4	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: The licensee has not maintained a current certificate of completion for infant and child CPR with AED. The licensee's certificate expired on 9/3/26. NOTE: The licensee corrected this violation when she renewed her CPR training on 9/9/26 following the monitoring visit and sent documentation of the renewed certificate to the department. Repeat violation: Previously cited on 9/18/2025	CPR was completed the same day.	9-17-2026	

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5	251.055(1)(f) **Child Tracking Procedure** **Description:** The center failed to adhere to a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times when two children who have left the center remain listed as present on the classroom tracking clipboards.	The names of the rooms are put on each attendance forms for tracking.	9-17-2026
6	251.06(9)(d)2.a. **Food Storage - Dry Food** **Description:** Opened sleeves of crackers are not stored in bags with zip-type closures or metal, glass or food-grade plastic containers with tight-fitting covers.	All dry food is stored in zip lock bags.	9-17-2026
7	251.07(6)(f)1.b. **Medication Administration - Containers & Labeling** **Description:** An enrolled child's inhaler observed in the medication box is not in the original container and the label does not include the dosage and directions for administration.	the child's inhaler is put in the original box with dosage.	9-17-2026

NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued
9/15/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed