**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated October 24, 2025 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
   - Do not include confidential information, including the names of children and staff.
   - Write in concise, plain English.
   - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
   - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."

2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.

3. Sign and date the form. Retain a copy for your records.

4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
   - **Email:** luzdarys.marquez@wisconsin.gov **or**
   - **Fax:** (608) 422-6766 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     SOUTHERN REGION
     PO BOX 8947

     MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

**You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.**

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: https://www.surveymonkey.com/r/LicenseFeedback. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

| Date Correction Plan Due | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL |
|---|---|---|
| 11/7/2025 | | 608-422-6765 |

**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 | Provider Number / Facility ID Number |
|---|---|
| Trasnos Bilingual Child Care Center | 7000593427 / 002 - 2008452 |

| Address - Facility (Street, City, State, Zip Code) | Telephone Number | Date - Regulation Visit |
|---|---|---|
| 1 Atlas Ct Madison WI 537143117 | 608-609-2047 | 10/21/2025 |

| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 1 | 251.04(2)(L)1.a.<br>**Monitoring Results Posted**<br><br>Description: The non-compliance statement, as a monitoring visit result, was not posted visible to parents.<br><br>El incumplimiento como resultado de la visita de monitoreo no se publicó visiblemente para los padres. | It was published immediately (it was printed but not yet published)<br><br>Se publicó inmediatamente (estaba impreso más no publicado) | 10/21/2025 | |

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| **Address - Facility (Street, City, State, Zip Code)**<br>1 Atlas Ct Madison WI 537143117 | | **Telephone Number**<br>608-609-2047 | **Date - Regulation Visit**<br>10/21/2025 | |
| | **Rule/Statute Number**<br>**Noncompliance Statement** | **Correction Plan** | **Expected Completion Date** | **Verification Date** |
| 2 | 251.05(2)(a)2.<br>**Staff Record - Completed Background Check**<br><br>Description: A non-caregiver who moves freely around the center did not complete a child care background check that indicates the person is eligible as specified in s. 48.686, Stats., and ch DCF 13.<br><br>Una persona que no es educador y se mueve libremente por el centro no completó una verificación de antecedentes de cuidado infantil que indique que la persona es elegible según lo especifica la sección 48.686, Stats., y el capítulo 13 del DCF. | El mismo día se hizo la cita de verificación de antecedentes. Actualmente es elegible. (Esta persona nos estaba ayudando con unas labores administrativas.)<br><br>The background check appointment was made the same day.<br>He is currently eligible. (This person was helping us with some administrative tasks.) | 10/21/2025 | |
| 3 | 251.05(2)(a)6.<br>**Staff Record - Days & Hours Worked**<br><br>Description: Staff days and worked hours record were inaccurate in multiple rooms when some staff did not sign themselves out of the room.<br><br>El record de las horas y dias trabajados del los empleados no estaba concreto en varios salones cuando las maestras no anotaron su salida. | Se les recordó nuevamente a las maestras en reunión mensual de repaso de normas de licencia, la importancia de registrar correctamente las entradas y salidas de las listas de asistencia<br><br>Teachers were reminded again at the monthly meeting of the importance of sign in and out the room. | 10/24/2025 | |

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| | **Rule/Statute Number**<br>**Noncompliance Statement** | **Correction Plan** | **Expected Completion Date** | **Verification Date** |
| 4 | 251.07(3)(b)2.<br>**Equipment - Quantity For Indoors**<br><br>Description: There were not enough play equipment to allow each child a choice of at least 3 activities in different rooms.<br><br>No había suficientes materiales de juego que le permitiera a los ninos escoger entre al menos 3 actividades diferentes en varios salones. | Se compraron algunos materiales de juego, para completar las areas de aprendizaje.<br><br>More play materials were purchased to complete the learning areas. | 10/23/2025 | |
| 5 | 251.07(6)(g)1.<br>**Wiping Bodily Secretions**<br><br>Description: Staff member cleaned multiple children's nose with the same disposable tissue paper.<br><br>Un miembro del personal limpió la nariz de varios ninos con el mismo panuelo de papel desechable. | Se les recordó nuevamente a las maestras en reunión mensual de repaso de normas de licencia, las normas de higiene en presencia de fluidos.<br><br>Teachers were reminded again at the monthly meeting about hygiene standards in the presence of bodily fluids. | 10/24/2025 | |
| 6 | 251.07(6)(i)2.<br>**Adult Handwashing**<br><br>Description: Staff member did not wash her hand after cleaning children runny nose.<br><br>Un miiembro del personal no se lavó las manos despues de limpiar la nariz de varios ninos. | Se les recordó nuevamente a las maestras en reunión mensual de repaso de normas de licencia, las normas de higiene en presencia de fluidos, incluyendo el lavado de manos.<br><br>Teachers were reminded again at the monthly meeting about hygiene standards in the presence of bodily fluids, including hand washing. | 10/24/2025 | |

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|---|---|---|---|---|
| | | | | |

**NAME** - Agency Worker
Luzdarys Marquez

Date Issued
10/24/2025

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

Date Signed
11/07/2025