

**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 July 11, 2022 . 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:** nicole.schneider@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 7/25/2022	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Tlc Learning Center Inc		Provider Number / Facility ID Number 0000557850 / 001 - 120812		
Address - Facility (Street, City, State, Zip Code) N1544 Sunset Dr Lodi WI 53555		Telephone Number 608-592-5006		Date - Regulation Visit 7/11/2022
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A and Staff B, both of whom have been working at the center longer than 30 days, were missing documentation of a health examination.	Staff memeber A has it completed Staff member B will have it completed in the next month.	9/15/22	
2	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff A and B, both of whom have been working as lead teachers longer than 6 months, were missing a certificate from The Registry documenting they have met the educational qualifications for the position.	The Registry has both staff members application and all other needed information. We have information stating what level each staff member is currently at and that their status was still being processed.	unknown	

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3	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A is missing a current certificate in infant and child CPR/AED.</p> <p>Repeat violation: Previously cited on 4/28/2021</p>	Staff member updated theri CPR/AED certificate	9/1/22	
4	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff A and Staff B are missing documentation of having completed an orientation during their first week of employment.</p>	Both staff members have completed this information it wasn't filed in their staff files	8/12/22	
5	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: Each child was not supervised by a child care worker who is within the sight and sound of the children to guide the children's behavior and activities, prevent harm and ensure safety when, during the licensing visit, the Baby Room teacher left the infants alone and unsupervised for approximately 10 minutes.</p>	<p>This is not a normal situation in our center. Our licensing specialist did come during nap. The infant teacher came to open the door. For safety reasons we do have a locked keypad to enter the building One year old teacher did go through the a joining doors to check on the sleeping infants</p>	7/25/22	

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6	<p>251.06(11)(b)7. Outdoor Play Space - Enclosure</p> <p>Description: The outdoor play space permanent enclosure contained long stretches of fence that had more than a 4-inch gap at the bottom. There was also a gap of more than 4 inches between the end of the fence and the building.</p>	We are working on a grant to help us to update our fence and deck.	12/1/	
7	<p>251.06(2)(gm) Premises - Well Drained, Clean</p> <p>Description: The premises are not in good repair when there are multiple interior walls with holes, and with paint scraped off. There is an exterior post on the building inside the children's outdoor play space that has a large, jagged hole, posing a possible laceration hazard. One of the wooden deck railing supports is broken near the top with a pointed edge facing down, which poses a potential laceration hazard.</p>	We have started replacing the bottom part of the walls with paneling. We do have 3 of our 6 rooms completed. The fourth room will be done in the next month. The other 2 will be after that.	est: 2/15/22	
8	<p>251.07(6)(i)5. Diapering Children Over Age 2</p> <p>Description: When the center diapers children age 2 and older, they are not following applicable rules under DCF 251.09(4)(a) when the diapering surface is not easily cleanable because it has a tear in it, and when staff only sanitize the surface without cleaning it first. Staff immediately switched the diapering surface for one that was easily cleanable.</p>	Most of the children in this particular classroom are not in diapers. This was a newer staff member, and was a little nervous, first experience with a licensing specialist. She does know the rules.	7/25/22	

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9	251.09(1)(k) Infant & Toddler - Bedding Description: 1-year-old children who were sleeping in cribs did not have blankets kept away from their mouth and nose and tucked tightly under the mattress when thick blankets were untucked, touching children's mouths and noses.	Our staff member is checking more frequently to ensure to move the blanket away from this particular child's face when he/she maneuver the blanket were they want it.	7/25/22	
10	251.09(1)(L) Infant & Toddler - Soft Materials In Cribs Description: An infant under 1 year of age was sleeping in a crib with a blanket.	We did get an updated form signed by the parent.	8-1-22	
11	251.09(4)(a)5. Infant & Toddler - Soiled Diapers Disposal Description: Staff said the garbage for soiled diapers in the Animal Crackers Room doesn't have a working hands-free feature and staff must use their hands to open the lid.	Replaced garbage can. We do seem to have to do this yearly as they don't last very long. Any ideas?	8/15/22	

NAME - Certification Worker / Licensing Specialist
Amy Anderson

Date Issued
7/11/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
8-8-22

Nichole Koepf