

**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 April 13, 2023 . 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:** AmyE.Anderson@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.

|  |  |   |
|--|--|---|
| <b>Date Correction Plan Due</b><br>4/27/2023 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b> | <b>TO FILE A COMPLAINT CALL</b><br>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.

|  |   |  |   |                              |
|--|---|--|---|------------------------------|
| <b>Name - Certified Operator / Licensed Center</b><br>Tlc Learning Center Inc              |   | <b>Provider Number / Facility ID Number</b><br>0000557850 / 001 - 120812 |   |                              |
| <b>Address - Facility (Street, City, State, Zip Code)</b><br>N1544 Sunset Dr Lodi WI 53555 |   | <b>Telephone Number</b><br>608-592-5006                                  | <b>Date - Regulation Visit</b><br>4/13/2023 |                              |
|  | <b>Rule/Statute Number<br/>Noncompliance Statement</b>  | <b>Correction Plan</b>   | <b>Expected<br/>Completion Date</b>         | <b>Verification<br/>Date</b> |
| 1  | 251.05(2)(a)<br><b>Staff Record - Maintenance &amp; Availability</b><br><br>Description: Staff records were not available during the licensing visit on 4/03/23 when staff told the licenser the files were located off the premises. Two staff files were requested multiple times after the visit on 4/03/23, and as of 4/13/23 they have not been provided. During a licensing visit on 4/13/23 another attempt was made to access these 2 staff files, but they were not on the premises. | Staff files are at center  | 4-5-23                                      |                              |

| Name - Certified Operator / Licensed Center        |   | Provider Number / Facility ID Number   |                             |                      |
|--|---|--|-----------------------------|----------------------|
| Tlc Learning Center Inc                            |   | 0000557850 / 001 - 120812  |                             |                      |
| Address - Facility (Street, City, State, Zip Code) |   | Telephone Number   | Date - Regulation Visit     |                      |
| N1544 Sunset Dr Lodi WI 53555                      |   | 608-592-5006   | 4/13/2023                   |                      |
|  | Rule/Statute Number<br>Noncompliance Statement  | Correction Plan  | Expected<br>Completion Date | Verification<br>Date |
| 2  | <p>251.05(2)(a)1.<br/><b>Staff Record - Personal Information</b></p> <p>Description: Staff A and Staff B, who have been working at the center more than 6 months, are missing personal information including their name, address, date of birth, education, position, previous work experience in child care including the reason for leaving previous positions, and the name, address and telephone number of persons to be notified in an emergency. Staff C, who has worked at the center for 2 years, was missing education, position, previous experience, reason for leaving and emergency contact information.</p>            | All Staff files are being updated  | 5-30-23                     |                      |
| 3  | <p>251.05(2)(a)2.<br/><b>Staff Record - Completed Background Check</b></p> <p>Description: As of 4/03/23, Staff A and Staff B, who have been working at the center more than 6 months and are counted in the staff-to-child ratio, did not have department-completed background checks prior to beginning work. On 4/13/23, it was discovered that Staff C, who has worked at the center for 2 years and is counted in the staff-to-child ratio, did not have a department-completed background check prior to beginning work.</p> <p>Repeat violation: Previously cited on 2/20/2023, 1/12/2022, 8/26/2021, 6/14/2021, 4/28/2021</p> | All current staff have background checks, future staff will have before they are with children | 5/12/23                     |                      |

| Name - Certified Operator / Licensed Center        |   | Provider Number / Facility ID Number |                             |                      |
|--|---|--------------------------------------|-----------------------------|----------------------|
| Tlc Learning Center Inc                            |   | 0000557850 / 001 - 120812            |                             |                      |
| Address - Facility (Street, City, State, Zip Code) |   | Telephone Number                     | Date - Regulation Visit     |                      |
| N1544 Sunset Dr Lodi WI 53555                      |   | 608-592-5006                         | 4/13/2023                   |                      |
|  | Rule/Statute Number<br>Noncompliance Statement  | Correction Plan                      | Expected<br>Completion Date | Verification<br>Date |
| 4  | <p>251.05(2)(a)3.a.<br/><b>Staff Record - Physical Examination</b></p> <p>Description: Staff A, Staff B and Staff C, all of whom have been working at the center longer than 30 days, are missing a physical examination report.</p> <p>Repeat violation: Previously cited on 7/11/2022</p>   | All Staff files are being updated    | 5-30-23                     |                      |
| 5  | <p>251.05(2)(a)6.<br/><b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: During the licensing visit on 4/03/23, staff reported that the center does not keep records of which classrooms staff are working in when they are counted in the staff-to-child ratio. Staff could not provide records showing when staff worked at the center during the previous week.</p> | We are signing in on our Hi mama app | 4-4-23                      |                      |
| 6  | <p>251.05(3)(b)<br/><b>Abusive Head Trauma Prevention Training</b></p> <p>Description: Staff A and Staff B, who have been working at the center more than 6 months, are missing documentation of having completed training in abusive head trauma prevention.</p>   | Did a training                       | 5-30-23                     |                      |

| Name - Certified Operator / Licensed Center        |  | Provider Number / Facility ID Number                             |                             |                      |
|--|--|--|-----------------------------|----------------------|
| Tlc Learning Center Inc                            |  | 0000557850 / 001 - 120812  |                             |                      |
| Address - Facility (Street, City, State, Zip Code) |  | Telephone Number   | Date - Regulation Visit     |                      |
| N1544 Sunset Dr Lodi WI 53555                      |  | 608-592-5006   | 4/13/2023                   |                      |
|  | Rule/Statute Number<br>Noncompliance Statement   | Correction Plan  | Expected<br>Completion Date | Verification<br>Date |
| 7  | <p>251.05(3)(c)<br/><b>Cardiopulmonary Resuscitation Training</b></p> <p>Description: Staff A, Staff B and Staff C, who have been working at the center longer than 3 months and are included in the staff-to-child ratio, are missing a current certificate of completion for infant and child CPR/AED.</p> <p>Repeat violation: Previously cited on 7/11/2022, 4/28/2021</p>   | Doing a training   | 5-30-23                     |                      |
| 8  | <p>251.05(3)(cm)<br/><b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Staff A and Staff B, who have been working at the center more than 6 months, are missing documentation of having completed training in child abuse and neglect reporting within 1 week of beginning work at the center.</p> <p>Repeat violation: Previously cited on 4/28/2021</p> | Doing a training   | 5-30-23                     |                      |
| 9  | <p>251.05(3)(g)2.<br/><b>Assistant Child Care Teacher - Qualifications</b></p> <p>Description: Staff A, Staff B and Staff C, who have been working at the center as assistants longer than 6 months, are missing documentation of qualifications for their positions.</p>  | Working on approved training, third staff is no longer employed. | 7-1-23                      |                      |

|  |   |  |   |                              |
|--|---|--|---|------------------------------|
| <b>Name - Certified Operator / Licensed Center</b><br>Tlc Learning Center Inc              |   | <b>Provider Number / Facility ID Number</b><br>0000557850 / 001 - 120812 |   |                              |
| <b>Address - Facility (Street, City, State, Zip Code)</b><br>N1544 Sunset Dr Lodi WI 53555 |   | <b>Telephone Number</b><br>608-592-5006                                  | <b>Date - Regulation Visit</b><br>4/13/2023 |                              |
|  | <b>Rule/Statute Number<br/>Noncompliance Statement</b>  | <b>Correction Plan</b>   | <b>Expected<br/>Completion Date</b>         | <b>Verification<br/>Date</b> |
| 10   | 251.05(4)(a)<br><b>Staff Orientation - Develop, Implement, Document</b><br><br>Description: Staff A and Staff B, who have been working at the center more than 6 months, are missing documentation of having completed an orientation program within their first week at the center.<br><br>Repeat violation: Previously cited on 7/11/2022 | All staff files are being updated  | 5-30-23                                     |                              |
| 11   | 251.055(1)(c)<br><b>Supervision - Opening &amp; Closing Hours</b><br><br>Description: Staff C, who works as an assistant and has no documentation of training required for the position, has been providing sole supervision to a group of children during the last 2 hours of center operation.  | No longer working at the center  | 4-5-23                                      |                              |

**NAME** - Agency Worker  
Amy Anderson

Date Issued  
4/13/2023

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

*Nichole Koepf*

Date Signed  
5-5-23