

**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 June 20, 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.

Date Correction Plan Due 7/4/2023	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 6/8/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: The current licensing statement of noncompliance and correction plan, including rule violations the department has not verified as corrected, was not posted.	We will complete the noncompliance statement and post it on our parent board.	6/22/2023	
2	251.04(2)(L)1.b. Department Notices Posted Description: A enforcement notice from the department regarding rule violations was not posted.	We will post any and all enforcement notice's on parent board when we receive them.	6/22/2023	

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3	<p>251.05(2)(a) Staff Record - Maintenance & Availability</p> <p>Description: Staff records for Staff F and Staff G were not available for examination by the licensing representative at the center during the licensing visit.</p> <p>Repeat violation: Previously cited on 4/13/2023</p>	All staff files are at the center and all staff know exactly where they are.	6/22/2023	
4	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Staff C and Staff D, who have been working longer than 30 days, are missing a physical examination report that states the person is free of communicable diseases and is physically able to work with young children.</p> <p>Repeat violation: Previously cited on 4/13/2023, 7/11/2022</p>	<p>Staff C has the proper health report in their file.</p> <p>staff D has a Dr. appt to get this form</p>	7/24/2023	
5	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Documentation of days and hours worked, and in which classroom, when staff were included in the staff-to-child ratio was not available during the licensing visit.</p> <p>Repeat violation: Previously cited on 4/13/2023</p>	<p>We have added this on our software that we use to track children.</p> <p>It will now track teachers as we sign in and out of it.</p>	6/22/2023	

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6	<p>251.05(2)(a)7. Staff Record - Continuing Education</p> <p>Description: The record of continuing education was missing for Staff A, Staff C and Staff D.</p>	All staff will be getting cont. education hours and a record kept of it.	8/30/2023	
7	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A and Staff G, 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 4/13/2023, 7/11/2022</p>	Both staff A and G have completed this training and passed with their certificates.	6/22/2023	
8	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: Staff G, who has been working at the center as an assistant teacher longer than 6 months, is missing documentation of qualifications for the position.</p> <p>Repeat violation: Previously cited on 4/13/2023</p>	Staff G is in the process of completing the qualifications. This will be required to be completed within 60 days after hire	7/5/2023	

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9	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: During the licensing visit, the licensor observed a child who just turned 2 climb up the red metal steps on a large climber in the older children's outdoor play space and fall from the 3rd metal step leading up to a platform. The child fell flat on their back, hitting their head on the ground at the same time. No staff were in the vicinity of the climber when this incident occurred. A staff person confirmed the center has a rule that there must be a staff person near the climber when children age 2 or younger are using it.</p> <p>Repeat violation: Previously cited on 7/11/2022</p>	<p>All staff have been retrained on playground rules. At least 1 teacher will be at the climber when a child that is 2 years old is using it. Children under 2 are not allowed on this playground.</p>	6/22/2023	
10	<p>251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair</p> <p>Description: The premises were not in good repair when the north side door wood frame is crumbling, and when doorknob locks on that door and the exit door in the south side classroom are difficult to lock. In the Dragonfly Room, a section of wall next to the counter and also behind the wastebasket are crumbling. The Butterfly Room bathroom has a hole in the wall next to the sink, and 3 classroom electrical outlet plates are cracked or broken.</p> <p>Repeat violation: Previously cited on 7/11/2022</p>	<p>The door frame is getting fixed/replaced. Door locks have been replaced. Both walls will get patched with new dry wall. The electrical outlet plates will be replaced as well.</p>	7/14/2023	
11	<p>251.06(2)(i) Deteriorating Paint</p> <p>Description: There is deteriorating paint on walls in the Butterfly Room and in one place on the wall in the stairwell.</p>	<p>All walls in butterfly room are getting repainted and a wall guard will be getting put up on the bottom half of the walls.</p>	7/14/2023	

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12	251.06(3)(b)2. Emergencies - Practice Written Plans Description: Staff reported no emergency drills have been practiced since the fall of 2022.	Emergency Drill was practiced. Drills are preplanned and scheduled by the administration, without staff awareness.	7/5/2023

NAME - Agency Worker
Amy Anderson

Date Issued
6/20/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Deona Koepp

Date Signed
6/28/2023