

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	
Date Correction Plan Due 10/24/2023	TO FILE A COMPLAINT CALL 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, 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 10/2/2023			
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(2)(L)1.b. Department Notices Posted Description: Department notices dated 5/03/23 and 7/24/23 regarding rule violations are not posted next to the child care license. Repeat violation: Previously cited on 6/8/2023	They have been posted.	10/02/23	
2 251.04(3)(g) Report - Convictions, Pending Charges, Other Offenses Description: The licensee failed to report to the department by the department's next business day that an employee had a pending charge in 2022, and failed to report to the department by the next business day a conviction for that charge in May 2023.	This has been rectified and if happens again, we know what we have to.	10/02/23	

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3	251.05(2)(a)1. Staff Record - Personal Information Description: Staff A is missing documentation of address, date of birth, education, position, previous experience in child care, including the reason for leaving previous positions, and emergency contact information. Repeat violation: Previously cited on 4/13/2023	All staff records have been updated.	10/10/23
4	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio was not maintained by the center when the application the center uses to track staff hours does not identify the classroom worked in every instance, when only some classrooms are identified. Repeat violation: Previously cited on 6/8/2023, 4/13/2023	We are writing them down and working with ProCare to figure out how this can be maintained on the app we use. to track attendance and ratios.	11/01/23
5	251.05(2)(a)8. Staff Record - Orientation Description: Staff B, who has been working almost 1 month, is missing documentation of having completed an orientation during the first week of employment.	All Staff records are up to date	10/10/23

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<p>6</p> <p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Staff A and Staff B are both missing documentation of having completed department-approved training in abusive head trauma, and appropriate ways to manage crying, fussing or distraught children prior to beginning work with children under age 5.</p> <p>Repeat violation: Previously cited on 4/13/2023</p>	Those staff members have completed the training.	11/01/23	
<p>7</p> <p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff B, who has been working almost 1 month, is missing documentation of having completed training on child abuse and neglect requirements within 1 week of beginning work at the center.</p> <p>Repeat violation: Previously cited on 4/13/2023</p>	Thos staff members have completed the training.	11/01/23	
<p>8</p> <p>251.05(3)(e)2. Center Director - Responsibilities</p> <p>Description: The center director is not fulfilling the responsibility of ensuring employees complete orientation as required by licensing rule.</p>	The Director has stepped down and we have a new assistant director along with myself in those positions.	10/01/23	

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9 251.06(2)(b) Electrical Or Hot Surface Protection Description: 2 electrical outlets in the Dragonfly Room were not covered and a young child was playing near one of them, which was at child level.	Those have been replaced	10/03/23	
10 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: In the Dragonfly Room bathroom, a low sink cabinet had no lock and contained multiple cleaning products including Lysol spray, Microban sanitizing spray, Kaboom foam spray, Clorox toilet bowl cleaner with bleach, liquid hand soap labeled keep out of reach of children, 2 canisters of disinfectant wipes, and 2 boxes of alcohol swabs. Staff reported the lock broke on 9/28/23; a child-proof lock was attached during this visit.	This has been rectified	10/03/23	
11 251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: The Dragonfly Room bathroom has a large, jagged hole in it. Repeat violation: Previously cited on 6/8/2023, 7/11/2022	This is fixed	11/01/23	

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12 251.06(3)(b)2. Emergencies - Practice Written Plans Description: The fire evacuation plan and tornado drill were not practiced in August and September 2023. Repeat violation: Previously cited on 6/8/2023	Evacuation plans have been practiced. and posted.	11/01/23	

NAME - Agency Worker
Amy Anderson

Date Issued
10/10/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



1-5-24