

**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 January 21, 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: casey.allison@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
2/4/2025

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

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 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

Kindercare Learning Center

0000580590 / 037 - 120609

Address - Facility (Street, City, State, Zip Code)
2017 Londonderry Dr Madison WI 53704

Telephone Number
608-249-3393

Date - Regulation Visit
11/13/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1</p> <p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: The licensee did not maintain a current or accurate written record of daily attendance when there were six toddlers in Toddler A and only five toddlers were signed in to the classroom. Repeat violation: Previously cited on 5/13/2024, 5/6/2024, 5/3/2023</p>	<p>Did training with all staff on the proper way to sign kids in and out.</p>	<p>6/10/2025</p>	<p>5/27/2025</p>
<p>2</p> <p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: A physical examination was not completed within 30 days after a person was hired when Staff B began working on 10/14/2024 and had not completed the physical examination indicating that they were free from illnesses detrimental to children. Repeat violation: Previously cited on 5/13/2024, 10/24/2023</p>	<p>Physical examination will be completed within 30 days of hire</p>	<p>6/11/2025</p>	<p>5/27/2025</p>

Name - Certified Operator / Licensed Center

Provider Number / Facility ID Number

Kindercare Learning Center

0000580590 / 037 - 120609

Address - Facility (Street, City, State, Zip Code)
2017 Londonderry Dr Madison WI 53704

Telephone Number
608-249-3393

Date - Regulation Visit
11/13/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>3</p> <p>251.05(2)(a)8. Staff Record - Orientation</p> <p>Description: Staff B did not have an orientation within one week of beginning work, as required, when their start date was October 14, 2024 and Staff B did not have record of having an orientation.</p> <p>Repeat violation: Previously cited on 9/27/2024, 10/24/2023</p>	<p>Staff will have orientation completed on first day of hire.</p>	<p>6/11/2025</p>	<p>5/27/2025</p>
<p>4</p> <p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Training on child abuse and neglect reporting requirements were not completed during the required timeline of one week after their start date, when Staff B began working at the center on October 14, 2024 and completed the training October 28, 2024.</p> <p>Repeat violation: Previously cited on 5/13/2024, 5/6/2024, 5/3/2023</p>	<p>Staff will complete training on first day of hire.</p>	<p>6/11/2025</p>	<p>5/27/2025</p>
<p>5</p> <p>251.05(3)(f)3. Child Care Teacher - Entry-Level Training</p> <p>Description: Prior to assuming to position, Staff C did not complete the required entry level training when they were working as a lead teacher and did not meet the entry level training requirements.</p> <p>Repeat violation: Previously cited on 9/27/2024, 8/19/2024, 5/13/2024, 5/6/2024</p>	<p>All classrooms will have lead qualified teachers.</p>	<p>6/11/2025</p>	<p>5/27/2025</p>

Name - Certified Operator / Licensed Center

Provider Number / Facility ID Number

Kindercare Learning Center

0000580590 / 037 - 120609

Address - Facility (Street, City, State, Zip Code)
2017 Londonderry Dr Madison WI 53704

Telephone Number
608-249-3393

Date - Regulation Visit
11/13/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6 251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: An assistant child care teacher is not working under the supervision of a qualified child care teacher as required when Staff C has not completed the required entry level training and is supervising an assistant teacher. Repeat violation: Previously cited on 8/19/2024, 5/13/2024, 10/24/2023	Teachers will complete entry level training within 3 months of hire	6/11/2025	5/27/2025
7 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: The center did not implement an orientation for all new employees within the first week at the center when Staff B began working at the center on 10/14/2024 and had not completed the orientation in the required timeline. Repeat violation: Previously cited on 5/13/2024	Staff will complete orientation on first day of hire.	6/11/2025	
8 251.07(6)(i)1. Washing Child's Hands & Face Description: A child's hands were not washed after the child used the bathroom.	Teachers will follow proper handwashing procedures.	6/11/2025	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Kindercare Learning Center		0000580590 / 037 - 120609		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2017 Londonderry Dr Madison WI 53704		608-249-3393	11/13/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
Verification Date				
9	<p>251.07(6)(i)2. Adult Handwashing</p> <p>Description: A teacher did not wash their hands after assisting a child with toileting. Additionally, the teacher discarded two soiled pullups and did not wash their hands.</p>	Teachers will follow proper handwashing	6/11/2025	
10	<p>251.09(2)(bm) Infant & Toddler - Sleep Position</p> <p>Description: A child under the age of one was not placed on their back to sleep when the infant was laying on their stomach, awake in their crib and the teacher was patting the child's back to get them to go back to sleep.</p>	Teachers were retrained on safe sleep and will follow all safe sleep procedures and place all children under the age of 1 in their cribs on their backs.	6/11/2025	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
1/21/2025

SIGNATURE - Certified Operator/Designee / Licensee or Designee

Date Signed

6/11/2025