

**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 May 28, 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:** Laura.Taylor@wisconsin.gov or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
635 N 26th ST

MILWAUKEE, WI 53233

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 6/11/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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 Tippy Toes To Footprints Lrng Ctr		Provider Number / Facility ID Number 6000590746 / 001 - 2005890		
Address - Facility (Street, City, State, Zip Code) 2501 N 49Th St Milwaukee WI 53210		Telephone Number 414-313-5411	Date - Regulation Visit 5/28/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a)1m. Child Record - Health History Description: Child#3 and 4 did not have a completed health history information form on file for review. Repeat violation: Previously cited on 11/30/2023	All documentation will be reviewed on a weekly basis to stay in compliance. Health history for Child #3 and #4 was completed and placed in files.	06/06/2025	
2	250.04(6)(a)4. Child Record - Physical Exam Description: Child #3 and 4 did not have documentation of a health report/physical examination on file for review.	All documentation will be reviewed on a weekly basis to stay in compliance. Physical Exam documentation for Child #3 & #4 was completed and placed in the respective files.	06/06/2025	

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3	<p>250.04(6)(a)4m. Child Record - Immunization History Compliance</p> <p>Description: Child #3 did not have an immunization history on file for review.</p> <p>Repeat violation: Previously cited on 6/11/2024, 11/30/2023</p>	Conduct weekly reviews of child(ren) records for to keep immunization history up to date.	06/10/2025	
4	<p>250.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: three children in attendance during licensing visit were not signed in on the attendance log.</p>	Review attendance record at time of drop off to ensure parent completed it.	05/29/2025	
5	<p>250.05(3)(fm) Biennial Training - Child Abuse & Neglect</p> <p>Description: Staff A does not have documentation of a current biennial mandated reporter training on file.</p>	I will revisit staff files on a monthly basis to ensure training is up to date.	06/06/2025	
6	<p>250.05(4)(c)4. Continuing Education - Documentation Of 12 Month Period</p> <p>Description: Staff A does not have documentation of 15 hours of continuing education on file for review for the prior year.</p> <p>Repeat violation: Previously cited on 6/11/2024</p>	Continuing education documentation was placed in Staff A file. A continued review of staff documentation will be conducted monthly to ensure it is up to date.	06/09/2025	

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7	250.06(2)(a) Electrical Or Hot Surface Protection Description: An outlet plug cover was missing under the musical keyboard in the front room.	Cover was replaced immediately.	05/29/2025	
8	250.06(2)(c) Access To Materials Potentially Harmful To Children Description: A red gas container was observed in the outdoor play space. Repeat violation: Previously cited on 11/30/2023	Can was removed immediately day of visit. A review of outdoor play area will be conducted daily before start of children arriving.	05/29/2025	
9	250.06(3)(b) Emergency Plans - Practice Description: The center did not have documentation of a tornado drill being conducted in April nor was there documentation of fire drills being conducted.	Documentation of drills will be updated after drills are conducted.	06/02/2025	
10	250.06(4)(a)3. Smoke Detectors - Testing Description: There was no documentation of smoke detector drills being completed.	Smoke detector drills documentation will be updated on a regular basis at time of testing.	05/30/2025	

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11	250.06(9)(d) Food Storage, Temperatures Description: The thermometer in the kitchen refrigerator was not working. There was no thermometer in the kitchen freezer.	The thermometer was replaced immediately. It will be observed monthly to ensure it is working.	05/29/2025	
12	250.07(3)(a)4. Play Equipment - Condition Description: A child was playing with a toy that required batteries but the batteries were not installed.	The battery was replaced the day of the visit. Going forward all toys that operate by batteries will be checked on a regular basis.	05/29/2025	
13	250.07(3)(e) Trampolines & Inflatable Bounce Surfaces Description: There was a small trampoline in the outdoor play space that was accessible to children.	I will ensure the trampoline is put away when day care is open.	05/29/2025	

NAME - Agency Worker
Laura Taylor, Joel Marquez

Date Issued
5/28/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed