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 August 26, 2026 . 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:** kimberly.liebhart@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	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
9/9/2026		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
Tsl Roots Early Learning Center	2000593272 / 001 - 2008308

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
801 S 5Th St Watertown WI 530944614	920-261-3615	5/4/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)2. **Staff Record - Completed Background Check** Description: A background check was not completed in compliance with in the timelines and requirements when staff D did not have a final background check completed and was alone with children, which is prohibited.	Director will insure than final eligibility has returned for the background check before a staff member is allowed alone in a room. New staff members will not be counted in ratio until final eligibility has returned.	9/1/2026	
2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: A report on a physical examination was not completed within 30 days after the person was hired when staff B started working on 12/10/2025 and does not have a physical exam report. Additionally, staff C starting working on 11/07/2025 and does not have a physical exam report.	Staff health exams will be completed within 30 days of hire. Staff will be given time off if needed to complete this. Staff who have not completed this requirement will be removed from the schedule until it is completed. This will be added to the policy handbook.	11/1/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Each child care worker who provides care and supervision to children under the age of five did not have a documentation of completion when staff B started on 12/10/2025 and has not completed the required training. Additional, staff C started working on 11/07/2025 and has not completed the training.	Director will create an onboarding plan for all staff to complete required trainings within two weeks of hire and will track completed trainings in Procare.	11/1/2026	
4	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: All employees in regular contact with children did not obtain a current certificate of completion for infant and child cardiopulmonary resuscitation within three months of being hired when staff B started on 12/10/2025. Additionally staff C was hired on 11/07/2025 and does not have a current certificate of CPR training.	Director will create an onboarding plan for all staff to complete required trainings within two weeks of hire and will track completed trainings in Procare.	11/1/2026	
5	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Training on child abuse and neglect reporting was not completed within one week of beginning work when staff C started on 11/07/2025 and has not completed the required training. Repeat violation: Previously cited on 10/27/2025	Director will create a onboarding plan that includes this training in the first week of employment.	11/1/2026	

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6	251.05(3)(f)3. **Child Care Teacher - Entry-Level Training** Description: Prior to assuming the position, a person was working as a child care teacher and did not complete entry level training for a child care teacher when on April 10, 2026 staff E was working in the toddler classroom as a child care teacher and they do not have the entry level training required for a child care teacher.	Director will review the files of current staff and enroll those staff in needed trainings. Future staff will be enrolled in necessary trainings during their onboarding weeks and trainings will be completed within four months of hire.	10/1/2026	
7	251.05(3)(g)1. **Assistant Child Care Teacher - Supervision** Description: An assistant child care teacher was not working under the supervision of a child care teacher when on April 10, 2026, two assistant teachers were working in the toddler room without the supervision of a lead teacher.	Director will review the files of all current employees and create a list of their current qualifications to aid in proper staffing.	10/1/2026	
8	251.05(3)(gr)3.a. **Meal Prep Personnel - Training** Description: Prior to beginning work at the center, staff C's start date was 11/07/2025, and they have not completed at least 4 hours of training in kitchen sanitation, food handling, and nutrition.	Director will review the files of current staff and enroll those staff in needed trainings. Future staff will be enrolled in necessary trainings during their onboarding weeks and trainings will be completed within four months of hire.	10/1/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
9	251.05(4)(c)1. **Continuing Education Requirement - Full Time Staff** Description: Each child care worker did not complete at least 15 hours of continuing education annually when staff A did not complete the required education in 2025, as required.	Director will review staff continuing education records monthly and remind staff of needed continuing education hours.	10/1/2026	
10	251.07(5)(b)5. **Eating Surfaces - Cleaned, Sanitized** Description: Eating surfaces were not cleaned before use when on 04/10/2026, two tables in the toddler room were not washed before the children were served their morning snack. Repeat violation: Previously cited on 10/27/2025	Staff will be retrained on the protocols for cleaning tables and chairs. Signs will be posted in the classrooms as reminders.	10/1/2026	
11	251.07(6)(i)1. **Washing Child's Hands & Face** Description: Toddlers did not have their hands washed with soap and warm water before a meal and after having their diapers changed when on 04/10/2026, several toddlers had their diapers changed and were placed immediately at the table to eat and did not have their hands washed. Repeat violation: Previously cited on 10/27/2025	Staff will be retrained on the protocols for child and staff handwashing. Signs will be posted in the classrooms as reminders.	10/1/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
12	251.07(6)(i)2. **Adult Handwashing** Description: Staff did not wash their hands with soap and water after diapering children when a staff person in the toddler room changed several diapers and did not wash their hands after each diaper change.	Staff will be retrained on the protocols for child and staff handwashing. Signs will be posted in the classrooms as reminders.	10/1/2026	
13	251.09(1)(e) **Infant & Toddler - Provider Training** Description: An assistant teacher working in the toddler room did not have infant and toddler training completed within 6 months when their start date was 06/05/2025 and they have not completed the required training.	Director will review the files of current staff and enroll those staff in needed trainings. Future staff will be enrolled in necessary trainings during their onboarding weeks and trainings will be completed within four months of hire.	11/1/2026	

NAME - Agency Worker
Kimberly Liebhart, Sarah Stormont

Date Issued
8/26/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Rebecca Wagner

Date Signed
8/31/2026