

<b>Date Correction Plan Due</b> 9/22/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Michelle's Child Care	<b>Provider Number / Facility ID Number</b> 1000580211 / 001 - 1009732
---	---

<b>Address - Facility (Street, City, State, Zip Code)</b> 4121 Grayhawk Trl Madison WI 53704	<b>Telephone Number</b> 608-630-6052	<b>Date - Regulation Visit</b> 8/28/2025
---	---	---

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a) <b>Child Record - Maintenance, Availability</b>  Description: The licensee did not maintain a current written record on each child enrolled, when a 7 year old child was receiving care during licensed hours and the child does not have any enrollment information as required.	I will maintain all written and required paperwork for each child in care.	9/15/25	
2	250.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: The licensee did not maintain a current and accurate written records of daily attendance when one child's arrival time was not recorded on the attendance record. Additionally, a second child's name and time of arrival were not recorded.	I will keep a written record of all children in attendance.	9/15/25	

Received  
State of Wisconsin

OCT 13 2025

DCF DECE BECR  
SOUTHERN  
REGIONAL OFFICE

<b>Name - Certified Operator / Licensed Center</b> Michelle's Child Care		<b>Provider Number / Facility ID Number</b> 1000580211 / 001 - 1009732	
<b>Address - Facility (Street, City, State, Zip Code)</b> 4121 Grayhawk Trl Madison WI 53704		<b>Telephone Number</b> 608-630-6052	<b>Date - Regulation Visit</b> 8/28/2025
<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>

**NAME - Agency Worker**  
Kimberly Liebhart

**Date Issued**  
9/8/2025

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**

*Michelle Offendar*

9/15/25