Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
4/23/2026		715-930-1148

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
Peace Tree Kids Club	0000591480 / 002 - 2008350

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3220 Monroe St Eau Claire WI 547030900	715-933-1434	4/8/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) **Child Record - Maintenance & Availability** Description: Children's records were not available for review on this date, either by paper file or digital records. Rule states in pertinent part 'The licensee shall maintain a current written record at the center on each child enrolled and shall make the record available to the licensing representative on request.'	All child files are available digitally. License Specialist will be directed to use the on site computer to review files at next visit if Director is not on site. Licnese Specialist should call the Director if files are not located.	4 / 8 / 2 6	
2	251.05(2)(a) **Staff Record - Maintenance & Availability** Description: During a staff file review, only four of seven staff files were available for a monitoring review. Rule states The licensee shall maintain a file on each employee or contracted employee. The file shall be available for examination by the licensing representative at the center.	License Specialist should call Director, if not on site, to locate any missing files. All files are paper files in the main office.	4 / 8 / 2 6	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
3	251.05(2)(a)1. **Staff Record - Personal Information** Description: Of the four staff records the Licensing Specialist was able to review, one record did not contain the required personnel information.	Staff Record will be completed with Director on site before workign next shift.	4/24/26	
4	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: One employee file was missing a staff health report.	Staff Health Report will be completed by member by end of April.	4/30/26	
5	251.05(2)(a)8. **Staff Record - Orientation** Description: One employee file was missing documentation of the completion of orientation to the program.	Staff Orientation was located after license visit under a different folder.	4/9/26	

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6	251.07(6)(i)1. **Washing Child's Hands & Face** Description: Rule states in pertinent part 'A child's hands shall be washed with soap and warm running water before meals, and after toileting or diapering'. During this visit, a diaper changing table was observed in the 2 1/2 year old classroom. There was no sink for running water in the classroom, requiring the child to have to walk through the classroom, open a door and walk to a bathroom in order to wash dirty hands. This presents the possibility of cross-contamination.	Diapering station was immediately moved back into the hallway bathroom, where sink for handwashing is located.	4/8/26	
7	251.07(6)(i)2. **Adult Handwashing** Description: Rule states in pertinent part 'Persons working with children shall wash their hands with soap and running water before and after assisting with toileting and diapering'. Because there's no running water in the 2 1/2 year old classroom, staff with soiled hands following diapering are required to walk through the classroom, gather the entire group of children, open a classroom door, and walk the children to the bathroom in order to access running water to wash his/her hands. Cross-contamination can occur during this time.	Diapering station was immediately moved back into the hallway bathroom, where sink for handwashing is located.	4/8/26	
8	251.09(4)(a)5. **Infant & Toddler - Soiled Diapers Disposal** Description: Rule requires that staff place disposable soiled diapers in a plastic-lined, hands-free, covered container immediately following diapering. Contrary to rule, there was no diaper container in the 2 1/2 year old classroom where diapering has been occurring.	Diaper station was immediately moved back into the hallyway bathroom, along with a garbage specifically for soiled diapers.	4/8/26	

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NAME - Agency Worker
Heather Ruf

Date Issued
4/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Lydia Ekenstedt

Date Signed
4/21/2026