STATE OF WISCONSIN

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811

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	
Tiny Tots Treehouse Child Care Ctr		3000561403 / 001 - 220805	
Address - Facility (Street, City, State, Zip Code) 684 S Indiana Ave West Bend WI 530954028	**Telephone Number** 262-306-0803	**Date - Regulation Visit** 1/21/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. **Child Record - Immunization History** Description: Children 3, 4, and 7 failed to have a immunization record on file. Repeat violation: Previously cited on 12/5/2025, 9/12/2025	Parents were notified and records will be up to date by Feb 20	Feb 20	
2	251.04(6)(a)8.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Children 3, 4, and 7 failed to have a child health report on file. Repeat violation: Previously cited on 9/12/2025	Parents were notified and given until Feb 20	Feb 20	

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684 S Indiana Ave West Bend WI 530954028	262-306-0803	1/21/2026	
	Correction Plan	**Expected Completion Date**	**Verification Date**
Rule/Statute Number **Noncompliance Statement**			
3 251.05(2)(a) **Staff Record - Maintenance & Availability** Description: Staff E did not have a complete record/file available for licensing representative. Staff was counted in ratio during the visit on 1/21/2026.	Will only be used for getting Kids off the bus Will not be Counted in Ratio	1/21	
4 251.05(2)(a)2. **Staff Record - Completed Background Check** Description: Staff E did not have a completed background check prior to beginning work at the center. Staff was counted in ratio on 1/21/2026.	Staff will get a background Check and will be used for getting Kids off the bus not in a room	2/20	
5 251.05(2)(a)7. **Staff Record - Continuing Education** Description: Upon record review, staff A, B, C failed to have the required 15 hours of continuing education in 2025.	Classes were ordered on 1/28 Will be Completed by 2/20	2/20	
6 251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description: On 1/21/2026, the child care worker supervising the group of children in the toddler room did not have the qualifications of a lead teacher.	She was enrolled in the proper Classes and Will be Completed by	3/13	

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7 251.06(10)(dm)1. **Washrooms - Sanitary Conditions** Description: The bathroom floor, used by children had filthy, unsanitary conditions around the toilet.	Plumber came and fixed the leak and the floor around it was cleaned	Y29	
8 251.06(9)(d)1.c. **Food Storage - Cold Storage Thermometers** Description: The center failed to have thermometers in two of their refrigerators/freezers.	Thermometers were purchased and installed	Y28	
9 251.07(1)(e)4. **Daily Outdoor Activities** Description: Center failed to have outdoor time on a daily basis when weather is above 0 degrees.	Parents were notified on Y29 to bring outdoor clothing and staff will go out when above 0	Y29	
10 251.07(4)(e) **Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness** Description: Center failed to maintain clean, sanitary crib sheets in the infant room. It was observed the toddler room stored cots vertically in a storage closet, with blankets touching the floor, and cots were not covered.	Child's sheet was changed and a sheet was purchased to cover cots	Y28	

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11 251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: On 1/21/2026 the staff in the room was unaware of what the intake form was and to update it every three months. Additionally, the intake forms were not available to staff in the room.	Intake forms were put into the room and staff were brought up to date on how the forms are done	Jan 28	
12 251.09(1)(j) **Infant & Toddler - Crib Mattresses & Coverings** Description: During visit, it was observed four infant crib sheets were loose and did not have a snug fit.	Sheets were ordered on 1/28 expected to arrive on 2/2	2/2	

NAME - Agency Worker
Amie Bodart, Dao Xiong

Date Issued

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
1/29/26