

<b>Date Correction Plan Due</b> 5/20/2022	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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.

<b>Name - Certified Operator / Licensed Center</b> Sycamore Tree A Christian Child Care Center Inc.		<b>Provider Number / Facility ID Number</b> 6000559256 / 007 - 1016077		
<b>Address - Facility (Street, City, State, Zip Code)</b> 310 N Wilson Ave Hartford WI 53027		<b>Telephone Number</b> 262-673-0161	<b>Date - Regulation Visit</b> 5/2/2022	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b>  Description: Based upon review on May 2, 2022, Child #2 of the Child Record Checklist did not have a current Child Health Report on file.  Repeat violation: Previously cited on 10/13/2021	Parent contacted to have health report filled out by doctor.	06/02/22	
2	251.05(2)(a)2. <b>Staff Record - Completed Background Check</b>  Description: Based upon review on May 2, 2022, a child care worker did not have documentation of a completed child care background check that indicated they had preliminary eligibility prior to working with children in care.	Background Check Completed	05/06/22	

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3	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Based upon review on May 2, 2022, Staff Member C of the Staff Record Checklist did not have a Staff Health Report on file within 30 days of being hired.	Staff has appointment made with her doctor.	05/17/22	
4	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: Based upon review on May 2, 2022, the medical log book in the Cheetah Room was not reviewed in a timely manner.	Log book reviewed	05/07/22	
5	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: Based upon review on May 2, 2022, there was a blanket medication authorization in the Tiger Room.  Based upon review on May 2, 2022, there were several expired medication authorizations in the Tiger Room.	Medication forms removed from Tiger Room, reviewed medication policy with staff.	05/07/22	
6	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: Based upon observation on May 2, 2022, there was breast milk in the Caterpillar Room's freezer that was not dated.	Parents reminded to date and label all breastmilk.	05/03/22	

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7	251.09(4)(b) <b>Infant &amp; Toddler - Sinks In Self-Contained Area</b>  Description: Based upon observation on May 2, 2022, child care workers in the Giraffe and Owl Room were prepping food next to the only sink in the room, the diapering/handwashing sink.	<i>Staff will prep food on the other counters in the classrooms.</i>	<i>05/03/22</i>

**NAME** - Certification Worker / Licensing Specialist  
Jamie Brandt

Date Issued  
5/6/2022

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

*Natasha Wenniger*

Date Signed

*05/07/2022*