

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		
Sycamore Tree A Christian Child Care Center Inc.		6000559256 / 007 - 1016077		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
310 N Wilson Ave Hartford WI 53027		262-673-0161	2/12/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based upon review on February 12, 2024, Staff Member A of the Staff Record Checklist did not have documentation of a physical examination on file within 30 days of hire. Repeat violation: Previously cited on 11/7/2023, 6/27/2022, 5/2/2022	Require all staff to complete a physical exam within 30 days of hire. Meet with staff on day 15 of hire to verify or schedule appointment.	2/12/24	
2	251.05(3)(f)2.b. Child Care Teacher - High School Or Equivalent Description: Based upon review on February 12, 2024, Staff Member A of the Staff Record Checklist was being used as a child care teacher without having completed high school or its equivalent.	Require all staff to submit high school diploma/college transcripts by day 1 of hire. Verify that all current staff have high school diploma/college transcripts on file.	2/12/24	

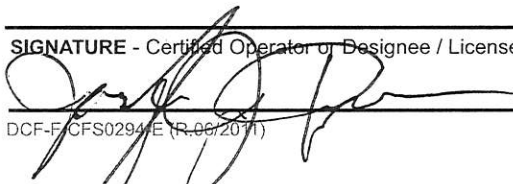
Name - Certified Operator / Licensed Center Sycamore Tree A Christian Child Care Center Inc		Provider Number / Facility ID Number 6000559256 / 007 - 1016077		
Address - Facility (Street, City, State, Zip Code) 310 N Wilson Ave Hartford WI 53027		Telephone Number 262-673-0161	Date - Regulation Visit 2/12/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.055(1)(a) Supervision Of Children Description: Based upon the center's self-report and the Department's investigation, on February 6, 2024 a 2.5-year-old child was left alone inside an empty classroom for approximately four minutes while child care workers helped the rest of the class take off winter attire in the hallway. Repeat violation: Previously cited on 9/25/2023, 7/10/2023, 3/1/2023, 12/29/2022, 11/28/2022, 8/22/2022, 6/27/2022	Supervision and child tracking training for all required staff scheduled on 3/25/24 and 4/10/24. All two year old classrooms will now change in/out of winter attire in the classroom.	04/10/24 02/7/24	

NAME - Agency Worker
Jamie Brandt

Date Issued

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



02/23/24