

Date Correction Plan Due 5/14/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

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 4/18/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.b. Department Notices Posted Description: Based upon observation on April 18, 2024, the Department's Order dated February 21, 2024 was not posted at the center. CORRECTED DURING VISIT	<i>Department's order was posted during visit. Going forward, Department notices will be posted as soon as they are received. Office staff was informed of this practice.</i>	04/18/24	
2	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: Based upon observation on April 18, 2024, there was no written record of dates and times that fire/tornado drills were practiced for January, February and March 2024.	<i>Records of our emergency response drills were posted in our main office. Staff were made aware of where to post records going forward.</i>	04/18/24	

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3	251.07(4)(c) Naps Or Rest Periods - Sleeping Surfaces - Children Under 1 Description: Based upon observation on April 18, 2024, the cribs in the Caterpillar nap room were not placed end-to-end.	Cribs were correctly positioned to be faced end-to-end. Staff were informed of how to position cribs.	04/18/24
			Verification Date

NAME - Agency Worker
Jamie Brandt

Date Issued
4/30/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
04/18/24