

Date Correction Plan Due 9/10/2024	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 8/16/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Based upon investigation, on August 5, 2024 a child's actual time of departure was not accurate when the child was not immediately signed out of care when they were picked up from the playground. Repeat violation: Previously cited on 11/28/2022	Staff were reminded of all sign out procedures. All staff were notified to ensure sign in/out take place prior to a transition. This communication will also be shared with parents.	9/13/24	
2	251.05(2)(a)1. Staff Record - Personal Information Description: Based upon review on August 16, 2024, Staff Member B of the Staff Record Checklist did not document any education, position, previous work experience or reason for leaving previous positions in their file.	Staff Member B is correcting her information on file. Going forward, files will be checked off for full completion upon hire.	9/30/24	

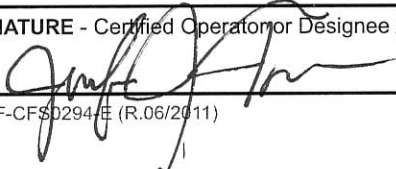
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3 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based upon review on August 16, 2024, Staff Member B of the Staff Record Checklist did not have documentation of a physical examination on file within 30 days of beginning work with children. Repeat violation: Previously cited on 2/12/2024, 11/7/2023	Staff Member B is submitting documentation. Going forward, staff will follow the onboarding process that was developed and check in at 2 weeks of employment.	11/22/24	
4 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Based upon review on August 16, 2024, Staff Member B of the Staff Record Checklist did not have documentation of completing infant/child CPR.	Staff will turn in documentation before returning to work in fall. Future part time staff will complete recertification in summer months at the center.	11/22/24	
5 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Based upon review on August 16, 2024, Staff Member A of the Staff Record Checklist did not have documentation of completing orientation within the first week of employment.	Document has been completed. Staff will complete documentation as they move through the onboarding process rather than after.	9/10/24	

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6	251.055(1)(a) Supervision Of Children Description: Based upon the center's self-report and department's investigation, on August 5, 2024, 2.5-year-old child was left outside on the fenced in playground for approximately one minute while the rest of the group returned to the classroom. Repeat violation: Previously cited on 2/12/2024, 9/25/2023, 7/10/2023, 3/1/2023, 12/29/2022, 11/28/2022, 8/22/2022	Staff reviewed scanning procedures that take place before transitions. Going forward, staff will position themselves appropriately along the path of transition.	9/10/24

NAME - Agency Worker
Jamie Brandt

Date Issued
8/28/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

09/10/24