

Date Correction Plan Due 1/22/2025	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.

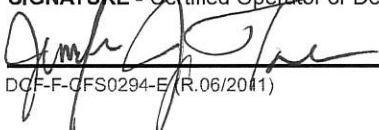
Name - Certified Operator / Licensed Center Sycamore Tree A Christian Child Care Center Inc		Provider Number / Facility ID Number 6000559256 / 007 - 1016077		
Address - Facility (Street, City, State, Zip Code) 310 N Wilson Ave Hartford WI 53027		Telephone Number 262-673-0161	Date - Regulation Visit 12/10/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: Based upon investigation, on November 22, 2024, a child care worker failed to adhere to the center's child tracking procedure when they failed to conduct a name-to-face, count the children and do a scan of the room prior to leaving the Ladybug Room, resulting in a 6 month old child being left alone in the Ladybug Room nap area for approximately 4-5 minutes.</p> <p>Based upon investigation, on November 22, 2024 another infant was not signed out of the Ladybug Room when a child care worker removed him from the care of the assigned child care worker and took him to the office to give him a bottle.</p> <p>Repeat violation: Previously cited on 9/25/2023, 7/10/2023</p>	<p><i>Reviewed child tracking procedures with all staff, specifically in regard to infant classrooms and naprooms.</i></p> <p><i>Staff were notified to only take children to front offices in emergencies and when doing so to sign them out/in.</i></p> <p><i>Sign in/out sheet implemented in front office.</i></p>	<p><i>01/27/25</i></p>	

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2	251.055(2)(g)1. Naptime - Staff-To-Child Ratio Supervision Description: Based upon the center's self-report and the Department's investigation, a sleeping 6 month old child was not within sight or sound supervision of a child care worker for approximately 4-5 minutes on November 22, 2024 when the child care worker left the Ladybug Room where the infant was napping to use a bottle warmer in another classroom.	Staff reviewed child tracking and supervision rules with a focus on infant rooms and nap rooms. Staff were informed to not begin room closing procedures until the last child has left.	01/27/25

NAME - Agency Worker
Jamie Brandt

Date Issued
1/8/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

01/22/25