

Date Correction Plan Due 11/21/2025	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.

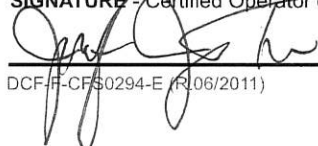
Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each 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		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	10/23/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.055(1)(a) Supervision Of Children Description: On October 10, 2025, childcare workers failed to provide sight and sound supervision when a one-year-old child was left alone in a classroom for three minutes while the rest of the class transitioned to another room. Repeat violation: Previously cited on 8/16/2024, 2/12/2024	Staff will review supervision rules as well as transition practices. This communication will go out in email form immediately, as well as be practiced in the upcoming staff meeting.	11/28/25

NAME - Agency Worker
Gina Linssen

Date Issued
11/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

11/17/2025