Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
5/1/2026		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 530271635	262-673-0161	4/6/2026

	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 record review Staff A did not have documentation of a completed physical examination within 30 days of hire. Repeat violation: Previously cited on 8/16/2024	Staff member made appt with occupational health and physical was completed on 4/17/26.	4/24/26	
2	251.055(1)(a) **Supervision Of Children** Description: Based upon self report, on 3/30/2026, a 20 month old child left the assigned classroom and entered the cafeteria with another group. The child was immediately noticed as missing and was returned by another staff member within 18 seconds. Repeat violation: Previously cited on 10/23/2025, 8/16/2024	A discussion was had with teachers involved. and active supervision was reviewed. Classroom teachers were reminded of positioning in room, especially when doors are open.	4/24/26	