Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
11/2/2026		715-361-7700

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
Terris Treehouse Llc	6000581956 / 001 - 1011376

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
136 Swenson Rd Woodruff WI 545689275	715-356-4686	10/15/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. **Monitoring Results Posted** Description: The noncompliance statement and correction plan issued 08/25/2026 was not posted next to the child care license at the center.	Failure to post will not happen again, file will have note on date posted + Administration will review Entryways routinely to ensure up to date postings on compliance statements. Staff will be informed to maintain postings in case of relocation of Licesing Board All administration will approve + review.	10/15/26	
2	251.04(2)(L)1.b. **Department Notices Posted** Description: The order dated 08/25/2026 was not posted next to the child care license at the center. Repeat violation: Previously cited on 10/17/2024	The Center was not aware Orders were to be posted for this specific self-reported incident. Program Director will ensure all orders are posted as received + seek clarification is unsure, Administration will review + monitor if new orders are recieved + promptly support Director in posting process	10/15/26	

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3	251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description: The medical log book in the infant/toddler room has not been reviewed every 6 months. The last review date was 10/2025.	Medical log was reviewed but not signed Lead infant teacher was new to managing med. log Program Director will review Medical Log each Semester & discuss during the next inservice any concerns with proper documentation. medical Log signature was documented shortly after site visit after P.D reviewed all occurances.	10/15/26	
4	251.07(6)(f)1.b. **Medication Administration - Containers & Labeling** Description: An epi pen was not in the original container and labeled with the child's name, dosage, and directions for administration.	Proper label of a Dr. script is not a substitute of original box script was discarded by family. We will not store medications if the original label is not submitted as an alternative we will advise family to goto Pharmacy to print a new prescriptive label & return item to Center only when it is in DCF regulatory framework. Staff will be trained in this policy 10/30/2026	10/20/2026	

NAME - Agency Worker
Brooke Lampe, Bonnie Davis

Emilymae King
SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Issued
10/19/2026
10/20/2026
Date Signed