

Date Correction Plan Due  
10/24/2025

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

TO FILE A COMPLAINT CALL  
262-446-7800

**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)(f) 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  
Tiny Green Trees Nature Based Childcare  
Provider Number / Facility ID Number  
2000588022 / 002 - 2005199  
Address - Facility (Street, City, State, Zip Code)  
921 N 49Th St Milwaukee WI 532083017  
Telephone Number  
414-200-0399  
Date - Regulation Visit  
10/6/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.055(1)(a) Supervision Of Children  Description: There was no sight or sound supervision for two children that were left alone in a classroom for approximately 5 minutes.	See Attached	10/21/25	
2 251.055(1)(f) Child Tracking Procedure  Description: The procedure that the center uses to track children failed when two children were left alone in a classroom for 5 minutes	See attached	10/21/25	

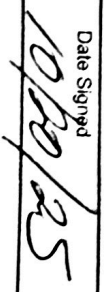
NAME - Agency Worker  
Rhonda Brueggemann

Date Issued  
10/10/2025

SIGNATURE - Certified Operator / Licensed Center Director / Supervisor of Instruction



Date Signed  
10/20/25





Tiny Green Trees

921 N. 49th Street Milwaukee WI 53208

200588022-002

#2005199

### **Personnel Accountability and Disciplinary Action**

- Teachers involved in the supervision lapse received written final warnings, signed and filed in their records.
- Each teacher completed a two-hour retraining on active supervision and child tracking (completed 10/15/25).
- Training included "Introduction to Active Supervision" and Active Supervision Strategies Worksheet.

### **Training and Reinforcement**

- A mandatory staff meeting was held on October 14, 2025, focusing on supervision, tracking, and revising the SOP for DCF 251.
- Staff engaged in scenario-based training, group discussions, and collaborative problem-solving.
- All staff are required to sign off on updated SOPs related to DCF 251.
- The supervision training video, worksheet, and six scenario SOPs have been added to the new employee onboarding process.

### **System Review and Oversight**

- The administrative team conducted classroom observations to assess supervision and tracking practices.
- Lead Teachers now report completion of name-to-face head counts via walkie talkie and confirm in Brightwheel before transitions.
- Ongoing audits will occur daily, weekly, monthly, and yearly to ensure compliance.
- Childproof door knob covers have been reinstalled on all interior classroom doors to prevent child exits.

### **Temporary Restrictions**

- Field trip privileges are reinstated only after each staff member reads, signs, and dates acknowledgment of new expectations by 10/22/25.