

Date Correction Plan Due 2/28/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 715-930-1148
---------------------------------------	--	--

**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 Family Tree Eau Claire Center Llc		Provider Number / Facility ID Number 0000589560 / 001 - 2004047		
Address - Facility (Street, City, State, Zip Code) 2140 Sherwin Ave Eau Claire WI 547013476		Telephone Number 715-514-3399	Date - Regulation Visit 1/31/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: When reviewing the attendance record in forest Room, it was noted that 5 children were written in as present but there were 7 children in attendance. Rule requires that attendance records be current and accurate.</p> <p>Repeat violation: Previously cited on 5/24/2022</p>	<p>We will monitor more closely by checking on the hour to make sure all children are signed in/out. We will also re-teach this expectation to staff.</p>	<p>4-5-24</p>	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Family Tree Eau Claire Center Llc		0000589560 / 001 - 2004047		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2140 Sherwin Ave Eau Claire WI 547013476		715-514-3399	1/31/2024	
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date	
2 251.05(2)(a)3 a <b>Staff Record - Physical Examination</b>  Description: During a personnel record review, it was noted one employee (Staff A) did not have a physical health report on file. Rule requires in part, that staff have a completed health report no more later than 30 days after the person was hired. This individual has been employed at the center for at least 5 months.  Repeat violation: Previously cited on 7/26/2023, 4/12/2023, 10/12/2022, 5/24/2022	Staff A completed their health exam and this will be monitored by a spreadsheet to alert when documents are due.	4-5-24		
3 251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: One employee (Staff A) did not have a CPR certificate on file. A current CPR certificate is required within 3 months of hire. The employee has been employed for at least 5 months.  Repeat violation: Previously cited on 7/26/2023, 4/12/2023, 10/12/2022, 5/24/2022	Staff A completed CPR. All new hires will complete a checklist so that all documents are completed on time.	4-5-24		
4 251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b>  Description: Staff E did not complete the required 15 hours of continuing education for the previous year.  Repeat violation: Previously cited on 4/12/2023, 10/12/2022, 5/24/2022	Continuing education opportunities are posted on our state page and staff will be updated every 3 months on	4-5-24		

how many hours they have and are needed.

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Family Tree Eau Claire Center Llc		0000589560 / 001 - 2004047		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2140 Sherwin Ave Eau Claire WI 547013476		715-514-3399	1/31/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
5	<p>251.055(1)(f)  <b>Child Tracking Procedure</b></p> <p>Description: On 1/31/24, the center did not implement and adhere to their policy to ensure that the number, names, and whereabouts of children in care were known to the assigned child care workers at all times. Their procedure utilizes a written attendance record, which was missing the names of two children in the Jungle classroom. When observed, the group was headed outdoors.</p> <p>Repeat violation. Previously cited on 12/14/2023, 11/15/2023</p>	<p>All attendance sheets were checked to make sure all children are listed in their room even during transitions. Clipboards will be monitored closely by management.</p>	4-5-24	
6	<p>251.06(4)(d)  <b>Exits &amp; Passageways - Unobstructed, Minimum Width</b></p> <p>Description: A child lock was observed on the door handle of an exit door in a classroom. The extra child lock has the potential to slow exiting down in an emergency, as it requires an extra step/manipulation to open the door.</p> <p>Repeat violation. Previously cited on 4/12/2023</p>	<p>Child lock was removed on the exit door. All doors will be opened in one-step process.</p>	4-5-24	
7	<p>251.09(4)(a)5  <b>Infant &amp; Toddler - Soiled Diapers Disposal</b></p> <p>Description: A wastebasket was observed open/uncovered and filled with numerous wet pull ups. There was no cover in sight. Rule requires, that soiled diapers (Pull ups) be disposed of in a plastic-lined, hands free, 'covered' container.</p>	<p>A cover was found and put on the wastebasket. We have a closing checklist to ensure when wastebaskets are cleaned that the covers are attached.</p>	4-5-24	

<b>Name - Certified Operator / Licensed Center</b> Family Tree Eau Claire Center Llc		<b>Provider Number / Facility ID Number</b> 0000589560 / 001 - 2004047		
<b>Address - Facility (Street, City, State, Zip Code)</b> 2140 Sherwin Ave Eau Claire WI 547013476		<b>Telephone Number</b> 715-514-3399	<b>Date - Regulation Visit</b> 1/31/2024	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>

**NAME - Agency Worker**  
Heather Ruf

**Date Issued**  
2/12/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*Maria Reneau / Renee Watkins*

**Date Signed**  
4-4-24