

Date Correction Plan Due 9/22/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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 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 9/4/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: During an employee record review, one individual (staff B) was missing a health report from their file. Repeat violation: Previously cited on 1/31/2024	Staff B will be having a physical done as soon as they can get into the doctor.	10/22/2025	
2	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: One employee (Staff E) was missing a Registry certificate from their file. Registry certificates are due within six months of hire for all Administrators, Directors and Lead Teachers. Staff E was identified as a Lead Teacher and has been employed for over 6 months.	Staff E has set up a registry account, her certificate will be printed once verified.	12/01/2025	

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3	251.05(2)(a)5. Staff Record - High School Diploma Description: Three employees (Staff C, D, and F), identified as Lead Teachers, were missing documentation of having completed high school requirements.	Staff C now has documentation. Staff D and F are working on finding a copy for their files.	10/15/2025	
4	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Four employees (Staff B, D, E, and F) didn't have current CPR (Cardiopulmonary resuscitation) certificates on file. Repeat violation: Previously cited on 1/31/2024	Staff B, D, E, and F will complete current certification in CPR within 30 days.	10/22/2025	
5	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: One employee (Staff F) didn't have documentation to show they are qualified to work as a Lead Teacher, the role to which she is currently assigned.	Staff F will step down as a lead until they provide proof of their classes.	10/22/2025	

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6	251.09(1)(e) Infant & Toddler - Provider Training Description: Two employees (Staff A and E), identified as Lead teachers for the Infant/Toddler classrooms didn't have documentation showing they've completed an infant/toddler course, which is required within 6 months after assuming the position.	Staff A and E were given options on classes to take to complete the infant toddler requirement.	11/22/2025

NAME - Agency Worker
Heather Ruf

Date Issued
9/4/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Heather Ruf

Date Signed
9/22/2025