Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/7/2026		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)(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
The Growing Tree Children's Center	9000564439 / 001 - 1000157

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3940 W Lisbon Ave Milwaukee WI 532081868	414-344-1818	9/22/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: Enrollment information was observed incomplete for Child #2, Child #3, and Child #4.	• Review files for Child #2, and Child #3 and request missing enrollment information from parents immediately. Child #4's enrollment form has been updated by parent as of 9/24/2026 • Implement an audit checklist for all incoming child records to ensure 100% completion prior to enrollment.	10/02/2026	
2	251.04(6)(a)6. **Child Record - Health History** Description: Health history information was missing for Child #4.	• Child #4’s parent has obtained and completed the required completed health history form. • Update the administrative record tracking system to verify all health history forms are complete before a child starts care.	09/25/2026	

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3	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: An initial health exam was not observed on file for Child #3.	• Obtain a copy of the initial health exam for Child #3 from the parent or pediatrician. • Establish a bi-weekly record review process to ensure physical exams are submitted on time for all children.	10/02/2026	
4	251.05(2)(a)1. **Staff Record - Personal Information** Description: Staff personal information was incomplete for Staff B.	• Staff B has completed all missing personal information in their personnel file as of 9/23/2026. • Update the staff onboarding checklist to mandate full completion of personal details prior to the start of employment.	09/25/2026	
5	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: A staff health exam indicating staff is free from illnesses detrimental to children, including tuberculosis, and physically able to work with young children was not on file for Staff A and Staff B.	• Schedule physical exams and TB screenings for Staff A and Staff B, securing documentation upon completion.	10/02/2026	
6	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Documentation of the days and hours worked, and in which classroom, was not observed for all staff present during the monitoring visit.	• Implement daily sign-in/sign-out in CC management system for all staff that records hours and specific classroom assignments. • Conduct weekly administrative audits of shift logs to verify full compliance.	09/28/2026	

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7	251.05(2)(a)7. **Staff Record - Continuing Education** Description: Documentation of completed continuing education was not on file for Staff B and Staff D.	• Enroll Staff B and Staff D in approved continuing education courses and collect completion certificates for their files. • CEU Subscription has been acquired for all staff members to gain 24 hr access to training courses at no cost to individuals. • Establish a quarterly staff education tracker to monitor and schedule required training hours in advance.	10/15/2026	
8	251.05(2)(a)8. **Staff Record - Orientation** Description: Documentation of a completed orientation was not on file for Staff B and Staff C.	• Complete and document full staff orientation for Staff B and Staff C, filing signed forms in their records. • Mandate that signed orientation documentation is placed in employee files on day one of employment.	09/25/2026	
9	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Training on child abuse and neglect reporting requirements, completed every 2 years, was not observed on file for Staff A, Staff B, and Staff D.	• Assign and complete state-approved Child Abuse & Neglect (CAN) training for Staff B and Staff D. Staff A's CAN Training has been completed as of 9/24/2026. • File completion certificates in employee files and set digital calendar reminders to trigger renewal training every 2 years.	09/28/2026	
10	251.06(2)(b) **Electrical Or Hot Surface Protection** Description: An outlet in the Oak Tree room was observed without a protective cover to prevent children from touching them.	• Immediately install a safety cover on the exposed outlet in the Oak Tree room. • Add electrical outlet covers to the classroom opening/closing safety inspection checklist. • Reiterate to staff the importance of replacing outlet covers when outlets are not in use.	09/25/2026	

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11	251.06(3)(b)4. **Emergencies - Record Of Fire / Tornado Drills** Description: Documentation of the fire and tornado drills were not observed for January - August 2026.	• Located Emergency Preparedness log saved under different file name on 9/24/2026. • This task has now been delegated to maintenance staff to schedule, conduct, and log emergency drills monthly, which will be stored in a space accessible to admin.	09/24/2026	
12	251.06(4)(b) **Fire Extinguishers - Staff Use** Description: When asked staff was not knowledgeable about the use of the fire extinguishers.	• Conduct hands-on staff training on the proper operation and location of fire extinguishers. • Include fire extinguisher training as a mandatory component of annual refresher courses.	09/28/2026	
13	251.06(4)(jm)2. **Fire Alarms & Smoke Detectors - Testing** Description: Documentation of the monthly smoke detector testing was not observed for January - August 2026.	• Assign the facility manager to conduct and log smoke detector tests on the first of every month and create a visible monthly log accessible to admin team.	10/01/2026	
14	251.06(9)(a)5. **Kitchen - Single-Service Utensils** Description: Single service utensils were observed not covered.	• All single-service items have been covered and placed inside enclosed, sanitary containers as of 09/23/2026. • We will train kitchen and classroom staff on proper sanitary storage protocols for food service supplies.	10/01/2026	

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15	251.06(9)(d)1.b. **Food Storage - Refrigeration Units** Description: The Birch Tree room refrigerator was observed at approximately 5°F and not maintained at 40°F.	• Adjust or replace the Birch Tree room refrigerator immediately to maintain a constant temperature at or below 40°F. • Establish a weekly log for staff to check and record refrigerator temperatures.	10/02/2026	
16	251.06(9)(d)1.c. **Food Storage - Cold Storage Thermometers** Description: The refrigerator freezer wasn't equipped with a thermometer.	• Install a visible appliance thermometer in the refrigerator freezer unit.	09/28/2026	
17	251.07(4)(e) **Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness** Description: Cots were observed uncovered and not stored in a sanitary manner .	• Clean, sanitize, and properly cover all cots, storing them in a designated, sanitary area. • Revise rest period procedures to ensure cots are properly covered, sanitized, and stored after every use.	09/28/2026	
18	251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description: The last medical log review in the Birch Tree Room was last completed October 2025. Repeat violation: Previously cited on 10/27/2025	• Complete an immediate review of the Birch Tree Room medical log and sign off on all entries. • Schedule a recurring biennial calendar alert to review, sign, and document medical logs across all rooms.	09/24/2026	

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19	251.09(1)(am) **Infant & Toddler - Intake Information** Description: Intake information was not observed for a child in the Birch Tree room.	• Obtain and document complete intake information for the child in the Birch Tree room.	09/25/2026	
20	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Changes in development were not observed for an infant in the Birch Tree room.	• Update the developmental tracking records for the infant in the Birch Tree room. • Implement a monthly developmental review process for infant caregivers to update and record milestone progress.	10/02/2026	
21	251.09(1)(e) **Infant & Toddler - Provider Training** Description: Staff B is a regularly assigned child care teacher to children under the age of 2 years, but does not have the required infant/toddler training.	Staff B has been enrolled in the required infant/toddler training course as of 9/24/2026. Ensure direct supervision of Staff B by a qualified teacher until training completion certificates are filed.	10/02/2026	
22	251.09(2)(bm) **Infant & Toddler - Sleep Position** Description: An infant was observed sleeping in an infant swing and not immediately placed to sleep on his back in the crib.	• All staff have been enrolled in training emphasizing safe sleep practices as of 9/24/2026. • Implement strict supervision protocols to ensure infants falling asleep in swings or bouncers are moved to cribs on their backs without delay.	10/02/2026	

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NAME - Agency Worker
Crescenta Sabree, Tiisha Harrell

Date Issued
9/23/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
09/24/2026