

Date Correction Plan Due 10/9/2024	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 Tiny Tree Academy		Provider Number / Facility ID Number 1000589421 / 001 - 2003883		
Address - Facility (Street, City, State, Zip Code) 822 1St Ave Chippewa Fls WI 547294404		Telephone Number 715-861-7255	Date - Regulation Visit 9/18/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Child # 7's record was missing the name, address, telephone number, and relationship of an emergency contact person. Repeat violation: Previously cited on 9/7/2023	-Family was emailed & document was completed by Child #7's guardian All files were double checked for full completion -Excel Document created to track updates needed from families with dates of completion	9/25/24	
2	251.04(6)(a)2. Child Record - Emergency Medical Consent Description: Child # 7's record was missing written consent for emergency care or treatment. Repeat violation: Previously cited on 9/7/2023	-Family #7's record was completed by guardian -All files were double checked for full completion -Excel document was created to track	9/25/24	

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3	251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement Description: Child # 2 and 7 were missing a written agreement, such as Alternate Arrival and Release form, signed by the parent, outlining the plan for a child to come to and from the center from school.	-Families were contacted 9/25/24, to fill out Alternate Arrival Form, it was placed in file -This form was added to file checklist for each family enrolled in 4K at another location	9/25/24	
4	251.06(11)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces Description: There was not sufficient energy-absorbing surfacing under the large outdoor play structures and in a fall zone of four feet beyond the equipment. An energy-absorbing surface, such as loose such as loose sand, pea gravel, or pine or bark mulch, in a depth of at least nine inches is required under climbing equipment, swings, and slides whenever the play equipment is 4 feet or more in height and in a fall zone of four feet beyond the equipment.	-Landscaping company came and completed task of adding additional mulch to meet requirement -Excel Document created to track outdoor playground safety	9/27/2024	
5	251.06(11)(bm)3. Outdoor Play Equipment - Construction, Condition Description: The large outdoor play structure was not of sturdy construction, without areas of entrapment, and in good operating condition where the grommets holding the netting along the bridge had fallen out, creating areas of potential entrapment and/or allowing children to exit from the side of bridge.	-Contractor fixed netting on drawbridge on 9/27/24 -Excel document created to track outdoor playground safety	9/27/2024	

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6	251.09(1)(e) Infant & Toddler - Provider Training Description: There was not documentation of Staff C having completed training in 10 hours of Department-approved infant and toddler care and has cared for children under two years of age for more than six months. The regularly assigned child care teacher and assistant child care teacher for each group of infants and toddlers shall have a minimum of 10 hours of training in infant and toddler care approved by the Department within 6 months after assuming the position.	-Employee was given Infant Toddler Course and 1 month to complete -Reviewed all files to ensure completion, all new staff will be required to take this course as requirement	10/31/2024	

NAME - Agency Worker
April Callihan

Date Issued
9/25/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jordann Sorensen

Date Signed
10/1/2024