

<b>Date Correction Plan Due</b> 12/16/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Tiny Tree Academy		<b>Provider Number / Facility ID Number</b> 1000589421 / 001 - 2003883		
<b>Address - Facility (Street, City, State, Zip Code)</b> 822 1St Ave Chippewa Fls WI 547294404		<b>Telephone Number</b> 715-861-7255	<b>Date - Regulation Visit</b> 10/14/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Documentation of Staff G obtaining and maintaining a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) including Department-approved training in the use of an automatic external defibrillator within 3 months of beginning to work with children was not available for review.	Monthly Reminders set on calendar to review current employee certifications.	10/15/2025	

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2	<p>251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: There was not documentation of Staff G having received training within one week after beginning work at the center and at least every 2 years thereafter, on child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.</p>	Monthly Reminders set in calendar to review employee certification.	10/15/2025	
3	<p>251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b></p> <p>Description: Staff E has worked at the center for more than six months as an assistant teacher. Documentation of Staff E meeting the educational qualifications to work as an assistant teacher was not available for review.</p>	Employee completed coursework.	11/15/2025	
4	<p>251.05(3)(gr)3.a. <b>Meal Prep Personnel - Training</b></p> <p>Description: Documentation of Staff G having completed at least 4 hours of training in kitchen sanitation, food handling, and nutrition prior to beginning work, and one hour of training in kitchen sanitation, food handling, and nutrition annually thereafter could not be located for review.</p>	Yearly reminder set in calendar for coursework completion reminder.	11/15/2025	

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5	251.06(4)(d) <b>Exits &amp; Passageways - Unobstructed, Minimum Width</b>  Description: Exits were obstructed in two rooms where the deadbolts were locked.	Employees were notified that doors need to be unlocked at all times of center operation.	11/15/2025	
6	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: The medical / injury log book did not have documentation of having been reviewed by the director or designated person with staff every six months to ensure that all possible preventive measures are being taken. The last documented review date was 06/19/24.	Reminders set in calendar to review all medical logs.	11/15/2025	

**NAME - Agency Worker**  
April Callihan

Date Issued  
12/2/2025

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

*Jordann Sorensen*

Date Signed  
12/08/2025