

Date Correction Plan Due 12/16/2025	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 Tiny Tree Academy Menomonie		Provider Number / Facility ID Number 1000589421 / 002 - 2005354		
Address - Facility (Street, City, State, Zip Code) 2320 Wilson St Menomonie WI 547511435		Telephone Number 715-309-2679	Date - Regulation Visit 8/28/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Documentation of Staff A and C having received an orientation within their first week at the center was not available for review.	All files were reviewed, and orientation form was completed with the two new employees.	09/1/2025	
2	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: On 08/28/25, there was not a teacher per group of children in the Great Oak Room when an assistant teacher was proving sole supervision to a group of children during the monitoring visit.	Assistant teacher completed Skills & Strategies course to become lead certified	11/15/2025	

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3	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Documentation of changes in a child's development and routines every three months by a child care worker based on discussion with the parent could not be located for Child # 3. The last documented update was dated 01/06/25.	Employee completed coursework, all files were checked over for accuracy.	9/15/2025	
4	251.09(3)(c) Infant & Toddler - Bottles And Nipples Description: Based on staff interviews, staff were washing and rinsing bottles between uses. Bottles must be cleaned and then sanitized between uses.	All employees were trained individually on sanitization process.	9/15/2025	

NAME - Agency Worker
April Callihan, Brandon Drost

Date Issued
12/2/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jordann Lorensen

Date Signed

12/8/2025