

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated March 24, 2026 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** APRIL.CALLIHAN@WISCONSIN.GOV or
 - **Fax:** (715) 930-1139 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
WESTERN REGION
610 GIBSON STREET
SUITE 2
EAU CLAIRE, WI 547012626

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 4/7/2026	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 3/3/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Documentation of Staff B having a report on a physical examination that was completed not more than 12 months prior to nor more than 30 days after the person was hired, indicating the person is free from illnesses detrimental to children, including tuberculosis, and that the person is physically able to work with young children, could not be located for review. Repeat violation: Previously cited on 1/30/2025	All Employee files were reviewed for accuracy and employee completed staff health report Excel document used for tracking employee files was updated and fully reviewed.	3/14/26	

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2	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Documentation of Staff C having received Department-approved training in in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children under 5 years of age was not available for review.</p>	All employees files were reviewed for accuracy.	3/14/26	
3	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Documentation of Staff B 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, could not be located.</p>	<p>All Employee files were reviewed for accuracy.</p> <p>Excel Tracking documents reviewed and updated for accuracy.</p>	3/5/2026	
4	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Documentation of Staff B and C, and Staff A (from 8/28/25 Staff Record Checklist) having received an orientation within their first week at the center was not available for review.</p> <p>Repeat violation: Previously cited on 8/28/2025</p>	All employee files were reviewed for accuracy. Excel tracking documents were reviewed and updated.	3/5/2026	

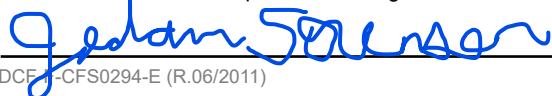
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5	<p>251.06(2)(d) Access To Materials Potentially Harmful To Children</p> <p>Description: Materials potentially harmful to children, including Mod Podge Spray, plastic bags, and staffs' purses, were accessible to children in cabinets where the child safety latches were broken.</p>	<p>All cabinet locks were looked and and replaced if needed.</p> <p>Employees were emailed a safety reminder about keeping personal items locked away from children's reach.</p>	3/4/2026	
6	<p>251.06(2)(n) Garbage Containers - Construction & Disposal Schedule</p> <p>Description: The outdoor garbage container was not emptied or disposed of as necessary to prevent overflow, resulting in some discarded items blowing out of the top of the garbage container onto the playground.</p>	<p>Employees were emailed a reminder about keeping our outdoor trashcans clean and sanitary at all times.</p>	3/4/2026	
7	<p>251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width</p> <p>Description: The door handle of the marked fire exit for a Big Oak room was locked. Exits and exit passageways shall have a minimum clear width of three feet and be unobstructed by furniture or other objects.</p>	<p>Employees were notified about keeping doors unlocked and a note reminder was posted on all classroom doors.</p>	3/4/2026	

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8	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Changes in a child's development and routines were not being consistently documented by child care workers every three months based on discussion with the parent for children in the Cedar and Pine Rooms. Repeat violation: Previously cited on 8/28/2025	Email reminders were sent out to teachers to remind them to update forms every 3 months.	3/4/2026
9	251.09(4)(a)4. Infant & Toddler - Diaper Changing Surface Safety Description: The safety strap for the diaper changing table was not being used while staff was diapering a child in the Tiny Appleseed Room.	Email reminder was sent out and director had a conversation with employee right away after licensing visit.	3/4/2026

NAME - Agency Worker
April Callihan

Date Issued
3/24/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
4/16/2026