

<b>Date Correction Plan Due</b> 2/16/2024	<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> 12/12/2023	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(4)(a)2.b. <b>Parent Notification - Medical Evaluation Needed</b>  Description: The center did not immediately notify parents and provide sufficient detail to reasonably apprise the parent of the situation, on 11/28/23, when a child needed professional evaluation of an injury.	I held a staff meeting for Chippewa Falls staff on 12/15/24 on the importance of documentation & communication in emergency situations. All staff is aware of the urgency of communication.		
2	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: The attendance record provided to the Department for the Infant Room on 11/28/23, was not current and accurate. The documented departure time for one child identified the child had been in care for most of the day, when the child had actually left care earlier for professional evaluation of an injury.	All attendance sheets were reviewed for accuracy and we will be implementing changes to our attendance keeping by using our parent app, as our form of documentation. Then everything is easily accessible and accurate at all times. Documenting on app only begins 3/1, after extensive individual training with each staff member on 2/22/24		

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3	<p>251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b></p> <p>Description: Staff A and B's files were missing a physical examination report on a form provided by the Department, completed 12 months prior or within 30 days after beginning work at the center, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.</p> <p>Repeat violation: Previously cited on 7/20/2022</p>	All staff files were reviewed by Jordann Sorensen and staff were given each a list of items to complete if necessary with a 1 week due date.		
4	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio was not consistently or accurately maintained by the center. On 11/28/23, a staff is signed into the Infant Room who did not provide care in the room that day. In addition, the time for a staff who was included in the staff-to-child ratios was not documented.</p>	We reviewed importance of record keeping on 12/15/24 staff meeting and each teacher will be individually trained on 2/22/24 on our new process of documenting only in our app, kangarootime.		
5	<p>251.055(1)(c) <b>Supervision - Opening &amp; Closing Hours</b></p> <p>Description: Documentation of Staff A and B meeting the educational qualifications to work as assistant child care teachers was not available for review and the staff were providing sole supervision to a group of children for a portion of the day on 11/28/23.</p>	All staff files were reviewed by Jordann Sorensen and staff were given each a list of items to complete if necessary with a 1 week due date.		

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6	<p>251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: On 11/28/23, staff-to-child ratios were not consistently maintained in the Infant Room when individual staff were leaving the room to apprise the licensee of a child's injury. The number of children in care at the time required two staff in order to maintain staff-to-child ratios.</p> <p>Repeat violation: Previously cited on 9/7/2023</p>	I held a staff meeting on 12/15/24 and included a new plan of action for when a child gets hurt, the director or staff member in office will come to the child vs. the child being brought to the office.		
7	<p>251.06(2)(a) <b>Potential Source Of Harm On Premises</b></p> <p>Description: On 11/28/23, a child lost a front tooth and sustained trauma to his gums after he had his mouth over the exposed operator shaft of a window crank that was accessible to children in the Infant Room. The indoor and outdoor premises shall be free of hazards, including any recalled products.</p>	The window is blocked by bookshelves, out of reach of children.		

**NAME** - Agency Worker  
April Callihan

Date Issued  
2/2/2024

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

*Jordann Lorensen*

Date Signed  
2/9/2024