DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700

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		Provider Number / Facility ID Number	
Oak Tree Early Learning Center Llc		5000591365 / 001 - 2006532	
Address - Facility (Street, City, State, Zip Code) 10984 State Highway 70 E Arbor Vitae WI 545689704	**Telephone Number** 715-439-4057	**Date - Regulation Visit** 6/5/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date** / **Verification Date**
1	251.09(3)(a)2m. **Infant & Toddler - Correct Food, Breastmilk, Or Formula** Description: A self-reported incident occurred on 06/05/2026 when Child 1 received the incorrect formula and bottle.	all staff retrained on safely identifying and verifying infant infant bottles. All bottles will be clearly labeled with the child's name and date	6/5/26

Date Issued

NAME - Agency Worker
Brooke Lampe

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
7/9/26