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
11/20/2026		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 252.45(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 pe[illegible]y and your appeal rights.

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
Oak Tree Early Learning Center Llc	5000591365 / 001 - 2506532

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
10964 State Highway 70 E Arbor Vitae WI 545689704	715-439-4057	11/4/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.06(2)(m) **Cleaning Aids - Equipment** Description: A mop and bucket with dirty water and a swifer mop with a dirty, used pad were in an area accessible to children.	Mop and Swiffer are to be kept in Closet out of childrens reach	11/4/2026	
2	251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description: Multiple medical log books throughout the center were not reviewed every 6 months to ensure that all possible preventive measures are being taken.	Med logs will be reviewed at minimum every 6 months.	11/4/2026	

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
Oak Tree Early Learning Center LIc	500059/1395 / 001 - 2006532
Address - Facility (Street, City, State, Zip Code) 10984 State Highway 70 E Arbor Vitae WI 545699704	**Telephone Number** 715-439-4057
	Date - Regulation Visit 11/4/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.07(6)(f)5. **Medication Administration - As Labeled & Authorized** Description: A medication past its expiration date as indicated on the label, was administered to a child.	All Medication will be checked weekly	11/04/2026	
4	251.07(6)(f)6. **Current Authorizations For Medications On Premises** Description: A bottle of Children's Pain and Fever medication and a prescription medication for a child were at the center past the expiration date. The medication authorization forms were also expired. Repeat violation: Previously cited on 11/15/2024	All medication will be checked weekly & Authorization Forms will be checked weekly.	11/04/2026	

NAME - Agency Worker
Brooke Lampe

Date Issued
11/6/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
11/06/2026