

<b>Date Correction Plan Due</b> 11/21/2025	<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> Learning Tree Academy		<b>Provider Number / Facility ID Number</b> 3000591953 / 001 - 2007179		
<b>Address - Facility (Street, City, State, Zip Code)</b> 201 Carmichael Rd Suite 100 Hudson WI 540168373		<b>Telephone Number</b> 715-531-8928	<b>Date - Regulation Visit</b> 9/26/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(3)(i) <b>Report - Unknown Whereabouts Or Left Premise</b>  Description: The licensee failed to report to the Department within 24 hours of becoming aware that a 2-years-old child was left alone in the Toddler 1 Room for just over one minute on September 12, 2025, while the rest of her class went outside.	Safety & security of our children is my number one priority. Moving forward we will report within 24 hours.	9/26/2025	
2	251.04(3)(jm) <b>Report - Prohibited Actions</b>  Description: The licensee did not report to the Department within 24 hours after an incident wherein an employee used prohibited actions to children in care.	Safety & security of our children is my number one priority. Moving forward we will report within 24 hours.	9/26/2025	

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3	251.04(4)(a)2.e. <b>Parent Notification - Inappropriate Child Guidance</b>  Description: Parents were not consistently notified when their child(ren) were subject to inappropriate child guidance and/or prohibited actions by staff.	Safety & security of our children is my number one priority. Moving forward, parents will be notified as soon as possible.	9/26/2025	
4	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: On 09/26/25, the attendance was not current and accurate in the Toddler 4 Room when a child from the Preschool 1 Room was in care in the room and not signed in on the attendance record.  Repeat violation: Previously cited on 5/29/2025, 2/21/2025	Safety & security of our children is my number one priority. In partnership with the state of WI, our local state licenser April came to my school on 10/13/25 to train our team on the top ten violations that she sees in other schools and how to stay in compliance from them. Next, on 10/20/25 at my all staff meeting I retrained on proper attendance. Lastly, I partnered with Western Dairyland Child Care Partnership for a training on 11/11/2025 which covered active supervision.	11/11/2025	
5	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  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 maintained by the center.	After reviewing film, we were not in violation of staff to child ratio. Our staff person didn't follow proper documentation when entering a classroom. We retrained all staff on how to fill out attendance documents during our team meeting on 10/13/2025 and again on 10/20/2025.	10/13/2025	

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6	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: The center self-reported each child was not supervised by a child care worker who is within sight and sound of the children. On 9/12/25, 2-year-old child was left in Toddler 1 Rm for just over one minute while the class went outside. On 9/26/25, licensors observed: A 3-years-old child left the Pre-K 2 Rm without staff's knowledge, and was found in Pre-K 1. The Pre-K 2's teacher was observed assisting a child in the bathroom, leaving four children in Pre-K 2 unsupervised. A 3-years-old child was observed in Preschool 2 Rm, which was not in use. Preschool 1's staff were not aware the child left.</p>	<p>Safety &amp; security of our children is my number one priority. In partnership with the state of WI, our local state licensor April came to my school on 10/13/25 to train on this topic. Next, on 10/20/25 at my all staff meeting I retrained on proper attendance. Lastly, I partnered with Western Dairyland Child Care Partnership for a training on 11/11/2025 which covered active supervision.</p>	11/11/2025	
7	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: The center did not implement and adhere to the procedure to ensure the number, names, and whereabouts of children in care are known to assigned child care workers when:</p> <ul style="list-style-type: none"> <li>- On 9/12/25, a 2-years-old child was left in Toddler 1 Room for just over one minute while the class went outside.</li> <li>- On 9/26/25, licensors observed: A 3-years-old child left the Pre-K 2 Room without staff's knowledge, and was found in Pre-K 1.</li> <li>- A 3-years-old child from Preschool Room 1 was observed in Preschool 2 Room, which was not in use. Preschool 1 Room's staff were not aware the child left.</li> </ul>	<p>Safety &amp; security of our children is my number one priority. To stay in compliance, on 10/13/25 at my all staff meeting I trained on face to name and active supervision. Additionally, on 10/20/2025 staff were all trained again on active supervision and attendance rosters. Lastly, I partnered with Western Dairyland Child Care Partnership for a training on 11/11/2025 which covered active supervision.</p>	11/11/2025	

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8	<p>251.055(2)(a) <b>Group Size - Maximum</b></p> <p>Description: On 09/26/25, nine children under 18 months of age were observed in care in the Infant 1 Room, as staff were opening other rooms and additional children were being brought in for care. Upon interview, staff said the nine children were in care for approximately 5 minutes. When children under 18 months of age are in care, the group size may not exceed eight children.</p>	<p>Safety &amp; security of our children is my number one priority. Staffing changes were made to ensure compliance.</p>	09/29/2025	
9	<p>251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: Based on staff interviews, as well as a review of attendance records, staffs' hours when counted in staff-to-child ratio, and video footage, staff-to-child ratios have not been consistently maintained: -On 09/22/25, from 9:30-10:54a.m. in Preschool 1 Room when two staff were needed to meet ratios and only one staff was providing care . -On 09/24/25, for a brief period of time in Preschool 1 Room when two staff were needed to meet ratios and only one staff was providing care .</p>	<p>Safety &amp; security of our children is my number one priority. Staffing changes were made to ensure compliance.</p>	09/29/2025	
10	<p>251.055(2)(L) <b>Staff-To-Child Ratios - Non-Classroom Duties</b></p> <p>Description: Based on staff interviews and direct observation , there were times where a staff was preparing and/or plating lunch while also counted in staff-to-child ratios with children from Infant 1 Room. Child care workers shall be free of non-classroom duties when they are counted in meeting the staff-to-child ratios.</p>	<p>Safety &amp; security of our children is my number one priority. Staffing changes were made to ensure compliance.</p>	09/29/2025	

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11	251.07(2)(c)1. <b>Time Out - Age</b>  Description: According to staffs' statements, there were times that staff placed children under 3-years of age in time-outs, which is prohibited.	Safety & security of our children is my number one priority. To stay in compliance, on 10/13/25 at my all staff meeting I retrained that we don't do timeouts. Additionally, on 10/20/2025 staff were all trained again on this. Lastly, I partnered with Western Dairyland Child Care Partnership for a training on 11/11/2025 which covered active supervision.	10/13/2025 and on going	
12	251.07(2)(c)5. <b>Time Out - Not Removed From Classroom</b>  Description: A child was removed from the Preschool 1 Room and brought to Toddler 4 Room due to behavior issues, which is prohibited.	Safety & security of our children is my number one priority. To stay in compliance, on 10/13/25 at my all staff meeting I trained that we don't handle behavior this way. Additionally, on 10/20/2025 staff were all retrained again on this. Lastly, I partnered with Western Dairyland Child Care Partnership for a training on 11/11/2025 which covered active supervision.	10/13/2025 and on going	
13	251.07(2)(e) <b>Child Guidance - Prohibited Actions</b>  Description: A staff person acknowledged having used prohibited actions against children when she was frustrated, including grabbing their arms, handling the children roughly, and yelling in the children's faces. Actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited.	Upon investigation of this incident the employee was terminated. This behavior is unacceptable. On 10/13/25 at my all staff meeting I trained that we never handle behavior this way. Additionally, on 10/20/2025 staff were all retrained again on this. Lastly, I partnered with Western Dairyland Child Care Partnership for a training on 11/11/2025 which covered active supervision.	10/13/2025 and on going	

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14	<p>251.09(1)(b)  <b>Infant &amp; Toddler - Location &amp; Sharing Intake Information</b></p> <p>Description: Based on observation and staff's statements, admission information for an infant or toddler, such as the Intake for Child Under 2 form, was not consistently on file in the room to which the child is assigned, when children were being moved between rooms for care.</p>	<p>Moving forward we will ensure when moving a child that the proper documents and personal items will move with them. To stay in compliance, on 10/13/25 at my all staff meeting I trained on what this looks like. Additionally, on 10/20/2025 staff were all retrained again on this. Lastly, I partnered with Western Dairyland Child Care Partnership for a training on 11/11/2025 which covered active supervision.</p>	10/13/2025	
15	<p>251.09(1)(d)  <b>Infant &amp; Toddler - Assignment To Room &amp; Caregiver</b></p> <p>Description: On 09/26/25, each infant and toddler was not cared for by a regularly assigned child care worker in a self-contained room or area when children were being moved between rooms to adjust for staffing. A child was observed in care in Infant 1 Room, then moved to Infant 3 Room, then later moved to Infant 4 Room.</p>	<p>Safety &amp; security of our children is my number one priority. Schedules have been adjusted to ensure children will remain in their assigned classroom with their assigned teacher. Staffing changes were made to ensure compliance with staying in ratio and proper group size at all times.</p>	09/29/2025	
16	<p>251.09(3)(a)12.  <b>Infant &amp; Toddler - Self Feeding</b></p> <p>Description: On 09/26/25, cups used by children in the Infant 3 Room were not scaled to the size and developmental level of the children, when it was observed by licensing specialists that children were attempting to drink milk from the cups without lids and the milk was spilling onto the children as they tipped the cups to try to drink from them.</p>	<p>We believe in giving children tools to grow in their development. We practice with an open cup and have other cups available as needed to stay in compliance.</p>	09/29/2025	

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<b>Noncompliance Statement</b>			

**NAME - Agency Worker**  
April Callihan, Amelia Gruber

**Date Issued**  
11/7/2025

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

  
**Date Signed**