

Date Correction Plan Due 1/29/2026	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 Learning Tree Academy		Provider Number / Facility ID Number 3000591953 / 001 - 2007179		
Address - Facility (Street, City, State, Zip Code) 201 Carmichael Rd Suite 100 Hudson WI 540168373		Telephone Number 715-531-8928	Date - Regulation Visit 12/9/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: On 12/09/2025, staff-to-child ratios were not maintained in the Infant 3 Room from approximately 7:51-7:58a.m. when one staff was providing sole supervision to a group of children and two staff were needed to meet ratios. The ratio of child care workers to children may not be less than the minimum number of child care workers to children specified in Table DCF 251.055. Repeat violation: Previously cited on 9/26/2025	We had staff in the building during the time this happened. During our staff meeting on December 15th 2025 we discussed scheduled times in each classroom and to let leadership or other team members know if you need another staff person to stay in ratio.	12/15/2025	

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2	251.07(6)(g)1. Wiping Bodily Secretions Description: Staff were not discarding tissues that were used to wipe children's noses in a plastic-lined container after wiping children's noses when children were playing in the cafeteria / gross motor room; instead, staff were placing them in a side pocket of the classroom's backpack.	After view camera footage the teacher did throw away the Kleenex in the garbage can in the kitchen area. At our staff meeting on December 15th 2025 we discussed when wiping noses we need to go to an empty room to wash hands. We will take children with us to keep in ratio.	12/15/2025	

NAME - Agency Worker
April Callihan

Date Issued
1/15/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

1/20/26