

<b>Date Correction Plan Due</b> 10/31/2025	<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> Little Tree Kinderhaus		<b>Provider Number / Facility ID Number</b> 3000585043 / 002 - 1016044		
<b>Address - Facility (Street, City, State, Zip Code)</b> 545 Hillcrest St Viroqua WI 546651750		<b>Telephone Number</b> 618-363-7896	<b>Date - Regulation Visit</b> 10/1/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	250.04(6)(a)4.b. <b>Child Record - Physical Exam - Over 2, Under 5</b>  Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. Child record #2 did not have documentation of a follow-up health examination at least every 2 years.	The form was given to the proper parent to fill and return.	12/12/2025	
2	250.05(2)(a) <b>Staff File - Staff Record Form</b>  Description: There was no documentation of Staff Record form -Child Care Center information in the file for employee A on the day of the monitoring visit.	The form was given to the staff member to complete and return.	12/12/2025	

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3	250.05(2)(d)1. <b>Staff File - Physical Examination - Form</b>  Description: The file for Staff A did not contain documentation of a physical examination report on a form provided by the department, completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.	The form was given to the staff member to have completed and returned	12/12/2025

**NAME - Agency Worker**  
Kimberly Jasper

Date Issued  
10/17/2025

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

Date Signed  
11/5/2025