Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/30/2026		608-422-6765

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
The Learning Tree Childcare Center	7000583627 / 001 - 1013088

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
636 E Slifer St Portage WI 53901	608-742-7035	10/13/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)1. **Staff Record - Personal Information** Description: Staff A record form was incomplete, missing personal information, previous work experience and emergency contact information.	Staff A personal information is on the form under employee. Staff A had no previous work experence in early childhood to list. Employee does have emergency contact listed on the form.	10/15/2026	
2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff A did not have a physical examination report within the 30 days of being hired that indicated the person was free of illness and able to work with children.	Staff A has a phyiscal scheduled with her doctor	10/31/2026	

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3	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff A and B did not have documentation of having completed Cardiopulmonary Resuscitation Training within the 3 months after beginning to work with children in care.	Staff A & B are completing online CPR & First Aid with Procare Training company. Future staff will complete during their new hire orientation.	10/19/2026	
4	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff A was missing documentation of having completed a child abuse and neglect training	Staff A has been provided with the website to complete the child abuse and neglect training. Training was completed.	10/26/2026	
5	251.05(3)(f)3. **Child Care Teacher - Entry-Level Training** Description: Staff file C did not have evidence of having completed the required entry-level training prior to assuming the position of teacher.	Staff C has provided for transcripts to the Registry for her level 12 of education. Staff C is signing up for online courses to be completed incase transcripts are not what is required for entry level education. Length of time is due to schedule of the online courses. Staff C will be with a lead teacher until completing courses.	12/30/2026	
6	251.05(4)(a) **Staff Orientation - Develop, Implement, Document** Description: Staff A orientation form was incomplete.	Staff A completed new hire orientation when hired. However, form was not initialed and dated. Form has been completed by Staff A & Director	10/15/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: Potentially harmful materials were accessible to children when cleaning products and a staff member, open purse with a hand lotion inside were reachable to children at the Busy Bee room.	Staff has been reminded personal items need to placed in a different area away from children's possible reach. Soap and water bottle used for cleaning will be placed at an unreachable height for children.	10/15/2026	

NAME - Agency Worker
Luzdarys Marquez

Date Issued
10/15/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Tammy Check

Date Signed
10/30/2026