Date Correction Plan Due 8/19/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	**TO FILE A COMPLAINT CALL** 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 252.41(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 Apple Tree Childcare Llc		**Provider Number / Facility ID Number** 8000589648 / 001 - 2004283
Address - Facility (Street, City, State, Zip Code) 806 E Vilas St Marshfield WI 544491638	**Telephone Number** 715-898-1833	**Date - Regulation Visit** 8/4/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)1. **Staff Record - Personal Information** Description: Staff C, Staff D, Staff F, Staff H and Staff I did not have a staff record form on file.	Staff Record forms will be obtained. A new hire checklist will prevent future missing forms	8-21-2026	
2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff C, Staff F, and Staff H did not have a staff health report on file.	Staff Health Reports will be obtained from all affected employes and placed in their personnel files	8-27-2026	

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3	251.05(2)(a)8. **Staff Record - Orientation** Description: Staff F did not have an orientation form on file.	The Missing orientation form will be completed and filed.	8-21-2026	
4	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Staff c, Staff D, and Staff F did not have an abusive head trauma training certificate on file.	Completed AHT certifications have been obtained and filed.	8-17-2026	
5	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff C, Staff F, Staff G, Staff H, and Staff I did not have a current CPR certificate on file. Repeat violation: Previously cited on 9/3/2025	All affected staff completed CPR training & Certificates have been filed.	8-17-2026	
6	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff A, Staff B, Staff C, Staff D, Staff E, Staff F, Staff G, Staff H, Staff I, and Staff J did not have a current child abuse and neglect training certificate on file.	All staff completed mandated reporter training documentation has been filed.	8-10-2026	

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7	251.05(3)(f)2.b. **Child Care Teacher - High School Or Equivalent** Description: Staff E did not have a high school or equivalent certificate on file.	Education documentation will be obtained and filed.	9-30-2026
8	251.05(3)(g)2. **Assistant Child Care Teacher - Qualifications** Description: Staff H did not have any assistant teacher qualifications on file.	Qualification documentation will be obtained and filed. Staff qualifications will be verified before position assignments are made.	9-1-2026
9	251.05(4)(c)9. **Continuing Education - Documentation Of 12 Month Period** Description: Staff A, Staff B, Staff E, Staff G, Staff I and Staff J did not have 15 hours of continuing education completed in 2025.	Missing training documentation will be obtained and filed. Annual training hours will be tracked and reviewed.	9-30-2026
10	251.06(9)(d)2.a. **Food Storage - Dry Food** Description: Per observation, there were dry food packages that were open but were not stored in a zip-type closure or food grade container. Repeat violation: Previously cited on 9/3/2025	Open food was placed in sealed food grade containers. Staff were reminded of proper storage rules.	8-5-2026

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11	251.07(5)(b)5. **Eating Surfaces - Cleaned, Sanitized** Description: Per observation, staff did not clean or sanitize tables before children ate lunch.	Staff have been retrained on the required cleaning / Sanitizing procedure for eating surfaces.	8-6-2026	

NAME - Agency Worker
Bonnie Davis

Date Issued
8/5/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
8-17-2026