

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**TO FILE A COMPLAINT CALL**  
715-930-1148

**Date Correction Plan Due**  
12/16/2024

**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. Received

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
The Learning Tree Child Care Center		0000587680 / 001 - 2001137		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
3260 Birch St Eau Claire WI 547034037		715-834-5439	10/9/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
Verification Date				
1	251.04(2)(L)1.a. <b>Monitoring Results Posted</b>  Description: The monitoring results and correction plan from the most recent licensing inspection was not posted.	WE WILL MAKE SURE update plan is POSTED.	11/1/25	
2	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: The files for Staff A and G did not contain documentation of a physical examination report 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.  Repeat violation: Previously cited on 12/28/2023, 8/10/2023	STAFF were given WRITTEN WARNINGS of incomplete files and dates to be completed	3/1/25	

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3	<p>251.05(2)(a)4.a.  <b>Staff Record - Registry Certificate</b></p> <p>Description: Staff E and H are missing a certificate from The Registry documenting that the person has met the educational qualifications for the position and the person has worked as a teacher, director and/or administrator at the center for at least 6 months.</p> <p>Repeat violation: Previously cited on 12/28/2023, 8/10/2023</p>	All staff have been enrolled on registry and working towards qualifications	3/1/25
4	<p>251.05(2)(a)5.  <b>Staff Record - High School Diploma</b></p> <p>Description: Staff D and E, both teachers, did not have documentation of a high school diploma or its equivalent in their staff record file.</p> <p>Repeat violation: Previously cited on 12/28/2023</p>	High school diplomas have been obtained and placed in files.	1/1/25
5	<p>251.05(2)(a)7.  <b>Staff Record - Continuing Education</b></p> <p>Description: Contrary to rule, Staff I and J did not have documentation of enough hours to meet the yearly requirement of 15 continuing education hours needed in 2023.</p> <p>Repeat violation: Previously cited on 8/10/2023, 11/8/2022</p>	Staff are working to complete 2024 continuing education hours.	3/1/25

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6	<p>251.05(3)(b)  <b>Abusive Head Trauma Prevention Training</b>            Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the files for staff C and G. AHT training is required to be completed before a child care worker begins to work with children under age 5.            Repeat violation: Previously cited on 12/28/2023, 8/10/2023</p>	AHT has been completed.	11/1/25
7	<p>251.05(3)(c)  <b>Cardiopulmonary Resuscitation Training</b>            Description: Staff A and B were missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department.            Repeat violation: Previously cited on 12/28/2023, 8/10/2023</p>	CPR has been renewed.	11/1/25
8	<p>251.05(3)(cm)  <b>Child Abuse &amp; Neglect - Biennial Training</b>            Description: Staff C and G were missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.            Repeat violation: Previously cited on 8/10/2023</p>	Child Abuse & Neglect training has been completed for employees who still are employed.	11/1/25

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9	<p>251.05(3)(g)2.  <b>Assistant Child Care Teacher - Qualifications</b>            Description: There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for Staff A and F, who have been at the center for over 6 months. An assistant teacher is required to complete entry level training within 6 months of their hired date.            Repeat violation: Previously cited on 12/28/2023, 8/10/2023</p>	Documentation has been obtained or currently being worked on.	3/1/25	
10	<p>251.05(4)(a)  <b>Staff Orientation - Develop, Implement, Document</b>            Description: Staff C and G were missing documentation of having received a complete orientation within their first week at the center.            Repeat violation: Previously cited on 8/10/2023</p>	Staff orientation has been completed and will continue to be completed in the correct time frame.	11/1/25	
11	<p>251.06(3)(b)2.  <b>Emergencies - Practice Written Plans</b>            Description: The center did not practice the fire evacuation plans or tornado drills in July, August or September 2024. Rule requires fire evacuation plans to be practiced every month and tornado drills to be practiced every month from April through October.</p>	Drills will be done monthly	11/1/25	

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12	<p>251.06(4)(j)m2.  <b>Fire Alarms &amp; Smoke Detectors - Testing</b></p> <p>Description: Fire alarms and smoke detectors were not tested in July, August or September 2024 due to fire evacuation plans not being practiced.</p>	Drills will be done monthly.	11/25	
13	<p>251.09(1)(e)  <b>Infant &amp; Toddler - Provider Training</b></p> <p>Description: Staff F, a regularly assigned assistant child care teacher for infants and toddlers, did not have documentation of completing a minimum of ten hours of training in infant and toddler care approved by the Department within six months after beginning to work with infants and toddlers.</p> <p>Repeat violation: Previously cited on 8/10/2023</p>	Documentation has been collected or currently being worked on.	3/1/25	

**NAME - Agency Worker**  
 Jennifer Stubbe, Wendy Badzinski

Date Issued  
 12/2/2024

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

*Wendy Badzinski*

Date Signed  
 11/25