

Date Correction Plan Due 8/26/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
--	--	---

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 The Learning Tree Child Care Center		Provider Number / Facility ID Number 0000587680 / 001 - 2001137		
Address - Facility (Street, City, State, Zip Code) 3260 Birch St Eau Claire WI 547034037		Telephone Number 715-834-5439	Date - Regulation Visit 6/27/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.b. Department Notices Posted Description: Contrary to rule, the notice of a warning letter issued on 12/2/24 was not posted next to the license. Repeat violation: Previously cited on 12/28/2023	posted the Warning Letter.	6/27/25	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: The files for Staff A and B 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 10/9/2024, 12/28/2023, 8/10/2023	gave staff members last warning. Staff A is on maternity leave. Staff B is moving and will be no longer employed.	10/1/25	

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) 3260 Birch St Eau Claire WI 547034037		Telephone Number 715-834-5439	Date - Regulation Visit 6/27/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff F, H and I 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. Repeat violation: Previously cited on 10/9/2024, 12/28/2023, 8/10/2023	Staff F - no longer employed Gave staff H + I warning	10/1/25	
4 251.05(2)(a)5. Staff Record - High School Diploma Description: Staff I, a teacher, did not have documentation of a high school diploma or its equivalent in her staff record file. Repeat violation: Previously cited on 10/9/2024, 12/28/2023	Staff I turned in HS diploma	9/1/25	
5 251.05(2)(a)7. Staff Record - Continuing Education Description: Contrary to rule, Staff I, J and K did not have documentation of enough hours to meet the yearly requirement of 15 continuing education hours needed in 2024. Repeat violation: Previously cited on 10/9/2024, 8/10/2023	Staff J - no longer employed I + K were given warning to complete	10/1/25	

Name - Certified Operator / Licensed Center The Learning Tree Child Care Center		Provider Number / Facility ID Number 0000587680 / 001 - 2001137	
Address - Facility (Street, City, State, Zip Code) 3260 Birch St Eau Claire WI 547034037		Telephone Number 715-834-5439	Date - Regulation Visit 6/27/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
6	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the file for Staff B. AHT training is required to be completed before a child care worker begins to work with children under age 5.</p> <p>Repeat violation: Previously cited on 10/9/2024, 12/28/2023, 8/10/2023</p>	Staff B - no longer employed	10/1/25
7	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A and B were missing documentation of having obtained a certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department within 3 months of employment.</p> <p>Staff G was 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.</p> <p>Repeat violation: Previously cited on 10/9/2024, 12/28/2023, 8/10/2023</p>	<p>Staff - on maternity leave and must have complete to return.</p> <p>Staff B - no longer employed</p>	10/1/25

Name - Certified Operator / Licensed Center The Learning Tree Child Care Center		Provider Number / Facility ID Number 0000587680 / 001 - 2001137	
Address - Facility (Street, City, State, Zip Code) 3260 Birch St Eau Claire WI 547034037		Telephone Number 715-834-5439	Date - Regulation Visit 6/27/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
8	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff B was 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 10/9/2024, 8/10/2023	Staff B- no longer employed	10/1/25
9	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for Staff B, C 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 10/9/2024, 12/28/2023, 8/10/2023	Staff B + F- no longer employed.	10/1/25
10	251.07(6)(f)6. Current Authorizations For Medications On Premises Description: The center did not have a current parent authorization form for one child's Epi-Pen. A current medical authorization from the parent is required when medication is kept on the daycare premises. In addition, the Epi-Pen itself had expired in November 2024.	Received a new Epi-pen and parent signed a new med-form	8/1/25

Name - Certified Operator / Licensed Center The Learning Tree Child Care Center		Provider Number / Facility ID Number 0000587680 / 001 - 2001137	
Address - Facility (Street, City, State, Zip Code) 3260 Birch St Eau Claire WI 547034037		Telephone Number 715-834-5439	Date - Regulation Visit 6/27/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
11	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Many Intake for Children Under 2 forms in the Cedar room were missing documentation of having been updated every three months to reflect changes in the child's development and routines based on discussion with the parent.	All intake forms have been updated	8/1/25
12	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff C and F, 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. Repeat violation: Previously cited on 10/9/2024, 8/10/2023	Staff F - no longer employed - gave last warning to complete	10/1/25

NAME - Agency Worker
Jennifer Stubbe

Date Issued
8/12/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

9/22/25