

Date Correction Plan Due 1/5/2026	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 11/24/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(2)(L)1.b. Department Notices Posted</p> <p>Description: Contrary to rule, the notice of a warning letter and an order letter issued on 8/14/25 was not posted next to the license.</p> <p>Repeat violation: Previously cited on 6/27/2025, 12/28/2023</p>	<p>posted letter</p>	<p>1/5/26</p>	
2	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: The files for Staff 1A, 1B, 2C and 2E 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.</p> <p>Repeat violation: Previously cited on 6/27/2025, 10/9/2024, 12/28/2023</p>	<p>staff were given all necessary documents to complete by 2/1/26</p>	<p>2/1/26</p>	

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	11/24/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.05(3)(b)</p> <p>Abusive Head Trauma Prevention Training</p> <p>Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the files for Staff 1B, 2A and 2C. 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 6/27/2025, 10/9/2024, 12/28/2023</p>	<p>Staff were given all documentation and information to complete</p>	<p>2/1/26</p>	
4	<p>251.05(3)(c)</p> <p>Cardiopulmonary Resuscitation Training</p> <p>Description: Staff 1A, 1B and 2A 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 1D and 1E 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.</p> <p>Repeat violation: Previously cited on 6/27/2025, 10/9/2024, 12/28/2023</p>	<p>Staff were given all documentation and information to complete</p>	<p>2/1/26</p>	

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 11/24/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
5	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff 1B, 1D, 1E, 2B, 2C, 2D, 2F, 2G and 2H was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.</p> <p>Repeat violation: Previously cited on 6/27/2025, 10/9/2024</p>	<p>Staff were given all documentation and information to complete</p>	<p>2/1/26</p>	
6	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for Staff 1A, 1B, 1C and 2A, 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.</p> <p>Repeat violation: Previously cited on 6/27/2025, 10/9/2024, 12/28/2023</p>	<p>Staff were given all documentation and information to complete</p>	<p>2/1/26</p>	
7	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff 2C was missing documentation of having received a complete orientation within her first week at the center.</p> <p>Repeat violation: Previously cited on 10/9/2024</p>	<p>Completed</p>	<p>1/5/26</p>	

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 11/24/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
8	251.08(4)(b) Driver Orientation - Requirement Description: There was no documentation that Staff 2H had received the required annual licensing driver training.	Completed	1/5/26	
9	251.08(4)(c)1. Driver Record - Obtain & Review Description: There was no documentation that an annual driving record had been obtained and reviewed for Staff 2H	Completed	1/5/26	
10	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff 1C, 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. Repeat violation: Previously cited on 6/27/2025, 10/9/2024	Waiting on licensing to approve qualifications	2/1/26	

NAME - Agency Worker
Jennifer Stubbe

Date Issued
12/22/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

1/5/26