

Date Correction Plan Due 5/1/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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 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 4/7/2026	
	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 forfeiture and order letter issued on 12/23/25 was not posted next to the license. Repeat violation: Previously cited on 11/24/2025, 6/27/2025	posted	6/1/26	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: The files for Staff 1C, 1E, 1H, 1I, 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. Repeat violation: Previously cited on 11/24/2025, 6/27/2025, 10/9/2024	staff have completed or in process on getting form.	7/1/26	

Staff Record - Physical Examination

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3	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff 1G is 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 at the center for at least 6 months. Repeat violation: Previously cited on 6/27/2025, 10/9/2024	Staff is enrolled and currently working on qualification	7/1/26	
4	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the files for Staff 1A, 1E, 1I, 2B and 2C. 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 11/24/2025, 6/27/2025, 10/9/2024	Completed	6/1/26	

Handwritten notes:
 Over 70% of staff to be trained
 11/1/25
 11/23/2025
 MR [unclear]

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5	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff 1E, 1H, 1I, 2B, 2D and 2F 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, 1F and 1J 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 11/24/2025, 6/27/2025, 10/9/2024</p>	<p>staff have completed or currently working on this requirement</p>	7/1/26	
6	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff 1A, 1B, 1C, 1D and 2D were 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 11/24/2025, 6/27/2025, 10/9/2024</p>	<p>All staff have completed</p>	6/1/26	

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7	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 1E, 1H, 1I, 2B and 2C, 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 11/24/2025, 6/27/2025, 10/9/2024	All staff are enrolled in course.	6/1/26	
8	251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Rule states meal preparation personnel who help prepare meals shall document annual training of at least 1 hour in kitchen sanitation, food handling and nutrition. Contrary to rule there was no documentation of this annual training for Staff 1J, a meal preparation personnel staff member who prepares meals.	Staff will be resigning		
9	251.06(10)(dm)1. Washrooms - Sanitary Conditions Description: All of the toilet seats in the girls bathroom are in need of replacement.	all toilet seats have been replaced	6/1/26	

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3260 Birch St Eau Claire WI 547034037		715-834-5439	4/7/2026	
Item	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
10	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: The refrigerator in the Infant classroom was not equipped with a clearly visible accurate thermometer.	an accurate thermometer was put in fridge	6/1/26	
11	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: On file for two children were blanket medical authorization for over-the-counter cold & cough medication that exceeded the length of time specified on the label. Blanket authorizations are prohibited when they exceed the length of time specified on the label. In addition, one child's medical authorization form for an epi-pen did not include start and end dates for the length of the authorization. The parent authorization must end on the date of the expiration of the medication or any date sooner.	all have been updated	6/1/26	
12	251.07(6)(i)1. Washing Child's Hands & Face Description: As observed by the Licensing Specialist during the monitoring visit, a child care worker in the infant room did not wash the hands (or use a soap and water based wipe) of an infant after diapering as is required by rule.	reviewed this requirement with all staff	6/1/26	

Verification Date

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13	251.07(6)(i)2. Adult Handwashing Description: As observed by the Licensing Specialist during the monitoring visit, a child care worker in the infant room did not wash her hands before or after diapering a child. Rule requires hands to be washed with soap and running water before and after each diapering.	reviewed the licensing rule with all staff	6/1/26	
14	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff 1E, 1H and 2C, regularly assigned assistant child care teachers 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 11/24/2025, 6/27/2025, 10/9/2024	All staff are currently enrolled	7/1/26	
15	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: All of the rooms in the center that are using diaper changing surfaces are not using a disinfectant solution during the two-step cleaning process. A sanitizer solution is being used on the diaper changing surfaces. This was observed by the licensing specialist during the monitoring visit.	now have the proper solution	6/1/26	

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16	251.09(4)(a)4. Infant & Toddler - Diaper Changing Surface Safety Description: As observed during the monitoring visit, a child care worker in the infant room did not strap a child in on the diaper changing table. The child care worker stated the strap had been broken for about a week. Any diapering surface above floor level shall have a barrier or restraint to prevent falling.	strap has been replaced	6/1/26	

NAME - Agency Worker
Jennifer Stubbe

Date Issued
4/17/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
6/5/26

DCF-F-CFS0294-E (R.06/2011)

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