

Date Correction Plan Due 4/17/2023	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 262-446-7800
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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)(l) 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 La Petite Academy-Kenosha		Provider Number / Facility ID Number 8000558368 / 004 - 1001455		
Address - Facility (Street, City, State, Zip Code) 10320 74Th St Kenosha WI 531427503		Telephone Number 262-942-6030	Date - Regulation Visit 4/6/2023	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>251.04(6)(a)5. <b>Child Record - Alternate Arrival / Release Agreement</b></p> <p>Description: School-age children that left the center and returned to the center via school bus did not have on file authorization from the parent outlining the plan for the child to come to the center from school, home or other activities or to go from the center to school.</p>	<p>Gave each parent the correct form to fill out and sign on 4/10/23</p>	<p>4/14/2023</p>	
2	<p>251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b></p> <p>Description: Child #1 and #2 did not have on file an updated health examination within 6 months of the initial health examination</p>	<p>Gave both parents new health forms on 4/10/23</p>	<p>4/28/23</p>	

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3	251.04(6)(a)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b>  Description: Child #4 did not have on file, documentation of an initial health examination within 3 months of enrollment.  Repeat violation: Previously cited on 5/26/2021	Gave the parent new health examination form on 4/10/23.	4/28/23	
4	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Staff D did not have on file documentation of personal information, including, the employees name, address, date of birth, education, position, previous work experience in child care, including the reason for leaving previous positions, and the name, address, and telephone numbers of persons to be notified in an emergency.	Staff member was given required forms to fill out. From now on the forms are filled out on day 1 of our training.	4/14/23	
5	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Staff D did not have documentation on file of a physical examination.	Staff D scheduled physical examination.	5/10/23	

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6	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Staff did not sign out of the preschool classroom when being used to meet staff:child ratios.  Repeat violation: Previously cited on 10/27/2022	The staff member was retrained on Face to Name procedure.	6/5/23
7	251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: Staff D did not have on file, documentation of orientation.  Repeat violation: Previously cited on 8/25/2022	staff D completed orientation with Assistant Director on 4/18/2023.	4/18/23
8	251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b>  Description: Developmental changes to children under the age of two years were not being documented at least once every 3 months.  Repeat violation: Previously cited on 5/26/2021	Assistant Director retrained the Infant + Toddler teachers on how to update intake forms. set up a calendar reminder for staff when the next update needs to be	5/1/23

NAME - Agency Worker  
Jennifer Brees, Charlene Langsdorf

Date Issued  
4/7/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Monika Uchay*

Date Signed  
7/7/2023