

<b>Date Correction Plan Due</b> 8/30/2023	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 608-422-6765
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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.

<b>Name - Certified Operator / Licensed Center</b> La Petite Academy		<b>Provider Number / Facility ID Number</b> 8000558368 / 009 - 1001671	
<b>Address - Facility (Street, City, State, Zip Code)</b> 6514 Schroeder Rd Madison WI 53711		<b>Telephone Number</b> 608-277-0076	<b>Date - Regulation Visit</b> 5/30/2023
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b> <b>Verification Date</b>
1	<p>251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: The center did not maintain a current and accurate written record of attendance for children when based on a review of attendance for 6 days, children were signed into a classroom and not signed out approximately 10 times in 4 different classrooms. Additionally, on 5/24/23 eight children were not signed in to the infant room but were signed out.</p> <p>Repeat violation: Previously cited on 2/10/2022</p>	<p>Staff were retrained on proper face to name procedure via La Petites policy. Staff were given a copy to read &amp; sign &amp; shown how to complete signing Children in &amp; out.</p> <p>Director / Asst. Director will complete random checks of classroom paperwork</p>	<p>8/16/23 + ongoing</p>

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2	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: In a review of attendance for 6 days, staff hours were not recorded accurately when teachers were signed into a classroom, but not signed out approximately 20 times in 5 classrooms.</p> <p>Repeat violation: Previously cited on 11/18/2022, 2/25/2022, 2/10/2022</p>	<p>Staff were retrained on face to name procedure + signed copy of LPA's policy.</p> <p>Director/Asst. Director will complete random checks of classroom paperwork.</p>	<p>8/16/23 + Ongoing</p>	
3	<p>251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b></p> <p>Description: Staff C did not have documentation of completed orientation as required within the first week of work at the center.</p>	<p>Trainer/Director will complete documentation of orientation prior to staff entering classroom.</p>	<p>8/16/23 + Ongoing</p>	
4	<p>251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: During review of attendance for 6 days, 3 classrooms did not meet the minimum number of child care workers to children including the infant opening room for approximately 50 minutes, infant room for over 6 hours, and the early preschool room for over 6 hours.</p> <p>Repeat violation: Previously cited on 11/18/2022, 2/25/2022, 2/10/2022, 1/19/2022, 8/23/2021</p>	<p>Staff schedules have + will continue to be modified to meet needs of classroom.</p> <p>During staff meeting staff were retrained on group sizes, ratios + mixed groups.</p>	<p>8/16/23 + Ongoing</p>	

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5	<p>251.055(2)(d) <b>Mixed Age Group With Children Under Age 2 - Group Size</b></p> <p>Description: In a review of attendance for 6 days, the group size that included infants and toddlers in the opening classroom exceeded 8 children for approximately two hours total on three different days.</p> <p>Repeat violation: Previously cited on 11/18/2022</p>	Staff were retrained on group size, ratios & mixed groups. Staff schedules were modified to fit needs of classrooms.	8/16/23 + ongoing
6	<p>251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b></p> <p>Description: Child A did not have documentation of changes in development and routines every three months as required.</p>	Develop a system/chart for staff to follow to complete required updates. Director & Asst Director verify updates are completed in timely manner.	8/16/23 + ongoing

**NAME - Agency Worker**  
Sara Bossingham Obrien

**Date Issued**  
8/16/2023

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

*Rebecca Priest*

**Date Signed**

8/25/23