

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated August 15, 2023 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** sara.bossinghamobrien@wisconsin.gov or
 - **Fax:** (608) 422-6766 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHERN REGION
PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 8/29/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN		TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center La Petite Academy Fourier		Provider Number / Facility ID Number 8000558368 / 025 - 1009014	
Address - Facility (Street, City, State, Zip Code) 1222 Fourier Dr Madison WI 53717		Telephone Number 608-836-4769	Date - Regulation Visit 4/14/2023
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Current, accurate written record of the daily attendance for December 19, 2022 and December 20, 2022 was not available for review at the time of visit. Repeat violation: Previously cited on 11/18/2022	Daily Attendance procedures were reviewed with the entire team and daily attendance procedures were added into our onboarding curriculum to ensure all staff are accurately completing attendance sheets. A new SOP was created, and a new designated spot was assigned to turn in attendance sheets daily at the end of the night. Attendance Records are reviewed nightly by Admin, stapled together and organized to avoid incomplete records and losing documents.	09/01/2023
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Documentation of days and hours staff worked and in which classrooms was not maintained accurately when based on a review of attendance, teachers were signed into a classroom, but not signed out approximately 25 times in 6 different classrooms. Repeat violation: Previously cited on 11/18/2022	Daily Attendance procedures were reviewed with the entire team and daily attendance procedures were added into our onboarding curriculum to ensure all staff are accurately documenting their what hours and which classroom they work in. A new SOP was created, and a new designated spot was assigned to turn in attendance sheets daily at the end of the night. Attendance Records are reviewed nightly by Admin, stapled together and organized to ensure staff are accurately completing their staff records daily	09/01/2023

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1222 Fourier Dr Madison WI 53717		608-836-4769	4/14/2023	
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3	251.05(2)(a)8. Staff Record - Orientation Description: Staff A, B and C did not have documentation of completed orientation on file as required within the first week of work at the center.	Staff files have been organized. Previous employees files were removed, and new staff files have been reviewed. New Licensing checklists have been added into our onboarding paperwork for new employees and a checklist has been created to for Admin to review staff files every 3 months.	09/29/2023	
4	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A, B and C did not have documented CPR/AED training on file.	A call has been made to sign up staff for online CPR training.	10/27/2023	
5	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff B, C and F did not have documentation on file of having Child Abuse and Neglect training, due the first week of working in the center and at least every 2 years thereafter. Repeat violation: Previously cited on 11/18/2022	A list has been made of staff who need to retake their child abuse and neglect training. A schedule for staff to complete their training has been created.	10/27/2023	

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6	251.055(2)(a) Group Size - Maximum Description: Review of selected dates of attendance from 11/21/22-4/11/22, show the number of children in a group exceeded the maximum number allowed in the Infant 1 room, Infant 2 room, the Toddler 2 Room, the Two's room and the Early Preschool room multiple times. Repeat violation: Previously cited on 7/2/2021	Attendance is closely monitored by Admin on a daily basis. Classroom closures and early pick up requests to parents occur when the number of children in program exceeded classroom ratios.	08/29/2023
7	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: Review of selected dates of attendance from 11/21/22-4/11/22, show staff-to-child ratios were not met in the Infant 1 room, Infant 2 room, the Toddler 2 Room, the Two's room and the Early Preschool room multiple times. Repeat violation: Previously cited on 11/18/2022, 7/2/2021	Attendance is closely monitored by Admin on a daily basis. Classroom closures and early pick up requests to parents occur when the number of children in program exceeded classroom ratios.	08/29/2023

NAME - Agency Worker Sara Bossingham Obrien	Date Issued 8/15/2023
SIGNATURE - Certified Operator or Designee / Licensee or Designee	Date Signed