

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
608-422-5765

Date Correction Plan Due
4/17/2024

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, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center

La Petite Academy Woodland

Address - Facility (Street, City, State, Zip Code)
5896 Woodland Dr Waunakee WI 53597

Provider Number / Facility ID Number

8000558368 / 021 - 1009020

Telephone Number

608-850-5665

Date - Regulation Visit

2/20/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(2)(c) Current, Accurate Information</p> <p>Description: In multiple instances during the investigation process, the program provided false information to the department. Statements made were contrary to video surveillance and written documentation.</p>	<p>All Staff and Director will be retrained on how to communicate and document information to outside agencies so information is correct and clear</p>	<p>4/25/24</p>	
<p>2 251.04(2)(h)8. Policy Submitted & Implemented - Child Guidance</p> <p>Description: The program did not follow their child guidance and discipline policies, referred to as Positive Behavior Support in their handbook, in multiple instances regarding prohibited actions and time out rules.</p>	<p>All Staff including Director will be retrained on child guidance policies as well as child discipline policies</p>	<p>4/25/24</p>	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
La Petite Academy Woodland		8000558368 / 021 - 1009020	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	
5896 Woodland Dr Waunakee WI 53597		608-850-5665	
Rule/Statute Number	Correction Plan	Expected Completion Date	Verification Date
<p>3 251.04(2)(L)1.b. Department Notices Posted Description: The program did not have an Order Enforcement letter dated September 18, 2023 posted as required.</p>	Going forward all Orders will be posted. Current Order is posted	4/12/24	
<p>4 251.04(2)(L)2. Items Posted - Visible To Parents Description: The program had monitoring results from a previous site visit posted in a locked cabinet with the cover sheet obscuring the violations.</p>	Going forward all results from site visits will be posted in an accessible area for all to see. Cabinet is now unlocked and cover sheet is removed	4/12/24	
<p>5 251.04(3)(g) Report - Convictions, Pending Charges, Other Offenses Description: The program did not report to the department as required that a staff member was involved in a GPS investigation. Documentation was found during a staff file review.</p>	Director will be retrained on communicating with the Department on any and all items that require the attention of the State	4/25/24	

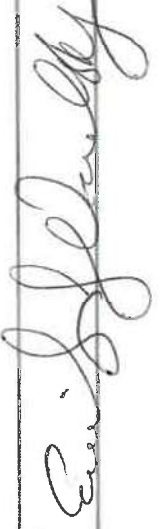
Name - Certified Operator / Licensed Center La Petite Academy Woodland		Provider Number / Facility ID Number 8000558388 / 021 - 1009020	
Address - Facility (Street, City, State, Zip Code) 5896 Woodland Dr Waunakee WI 53597		Telephone Number 608-850-5865	
Rule/Statute Number Noncompliance Statement		Date - Regulation Visit 2/20/2024	
Correction Plan		Expected Completion Date	
Verification Date			
6	<p>251.04(3)(jm) Report - Prohibited Actions</p> <p>Description: The program reported police contact due to an incident at the center and stated that they did not have any prohibited actions to report. Contrary to that statement, video evidence of prohibited actions involving multiple instances of inappropriate handling of children and forced sleep took place on 01/16/2024.</p> <p>Repeat violation: Previously cited on 4/5/2023</p>	<p>All Staff and Director will be retrained on how to communicate and document information to outside agencies so that information is correct and clear. All Staff and Director will also be trained on prohibited actions and nap time policies</p>	4/25/24
7	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: On the day of the site visit, all children signed into the preschool classroom had their age listed as 3. Review of previous attendance sheets showed that to be inaccurate and the majority of the children were under the age of 3.</p>	<p>All Staff and Director will be retrained on proper FTN attendance documentation in addition to being provided attendance logs with childrens DOB to ensure correct ages are written on FTN sheets</p>	4/25/24
8	<p>251.07(2)(c)1. Time Out - Age</p> <p>Description: During the licensing visit, a child under the age of three was brought to the director's office for a time out.</p> <p>Repeat violation: Previously cited on 8/2/2023</p>	<p>All Staff and Director will be retrained on time out policies and procedures</p>	4/25/24

Name - Certified Operator / Licensed Center La Petite Academy Woodland		Provider Number / Facility ID Number 8000558368 / 021 - 1009020	
Address - Facility (Street, City, State, Zip Code) 5896 Woodland Dr Waunakee WI 53597		Telephone Number 608-850-5665	Date - Regulation Visit 2/20/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>9 251.07(2)(c)5. Time Out - Not Removed From Classroom Description: During the licensing visit, a child under the age of three was removed from the classroom twice and brought to the director's office for a time out.</p>	All Staff and Director will be retrained on time out polices and procedures in addition to child guidance polices	4/25/24	
<p>10 251.07(2)(e) Child Guidance - Prohibited Actions Description: Video footage shows multiple instances of inappropriate child guidance, in which a teacher carried children in potentially injurious ways. The teacher carried them by outstretched arms, elbows and wrists, in some instances without their feet touching the ground. The teacher also pulled children across their naps mats by calves and ankles. Repeat violation: Previously cited on 8/2/2023, 7/13/2023, 4/5/2023</p>	All Staff and Director will be retrained on child guidance polices and procedures in addition to prohibited actions polices and procedures	4/25/24	
<p>11 251.07(2)(e)4. Prohibited Actions - Withholding / Forcing Food Or Sleep Description: Video footage shows a teacher attempting to force a child to sleep despite the child having just woken from a nap. Staff interviews confirm that this has been a routine practice with this child. Repeat violation: Previously cited on 4/5/2023</p>	All Staff and Director will be retrained on feeding polices and procedures in addition to naptime polices and procedures	4/25/24	

Name - Certified Operator / Licensed Center La Petite Academy Woodland		Provider Number / Facility ID Number 8000558368 / 021 - 1009020	
Address - Facility (Street, City, State, Zip Code) 5896 Woodland Dr Waunakee WI 53597		Telephone Number 608-850-5865	Date - Regulation Visit 2/20/2024
Rule/Statute Number Noncompliance Statement		Correction Plan	Expected Completion Date
12 Naps Or Rest Periods - Awake Children	Description: Video footage shows multiple children who did not fall asleep after 30 minutes, were not allowed to get up from nap and have quiet activity time. In one instance, teacher 1 allowed a child that wasn't sleeping to move to a table for a quiet activity and when teacher 2 returned to the classroom, teacher 2 moved that child back to their cot.	All Staff and Director have been retrained on naptime polices and procedures	4/25/24
			Verification Date

NAME - Agency Worker
 Jenny Sweeney, Nicole Schneider

Date Issued
 4/3/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee


Date Signed
 4-17-24