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| Date Correction Plan Due 4/17/2024 | 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 Woodland
Address - Facility (Street, City, State, Zip Code)
5896 Woodland Dr Waunakee WI 53597
Telephone Number
608-850-5665
Provider Number / Facility ID Number
8000558368 / 021 - 1009020
Date - Regulation Visit
3/7/2024

| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------|
| 1 | 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff F, R and T did not have a physical examination report on file as required. Staff D and F provided documentation dated after the site visit. Repeat violation: Previously cited on 4/5/2023, 12/7/2022 | Going forward all staff will have their health report in their file within the first 30 days of employment Staff F, R and T health reports have been added to file Staff D is no longer employed | 4/12/24 | |
| 2 | 251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff D and S did not have documentation on file of Abusive Head Trauma prevention training prior to working with children as required. | Going forward all staff will complete this training prior to going in to a classroom for the first time Staff S training has been added to file Staff D is no longer employed | 4/12/24 | |

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| 3 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff D, K and S did not have documentation on file of current infant/child CPR training as required. Repeat violation: Previously cited on 4/5/2023 | Going forward All Staff will be trained in CPR within the first 90 days of employment Staff K and S have CPR certificate has been added to file Staff D is no longer employed | 4/25/24 | |
| 4 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff D and S did not have documentation of completed Child Abuse and Neglect Prevention training on file as required. Staff B and M provided documentation of completed training dated after the site visit. Repeat violation: Previously cited on 8/2/2023 | Going forward all Staff will take CAN prior to entering a classroom and will retake training every 2 years Staff S, B, and M have trainings add to their file Staff D is no longer employed | 4/25/24 | |
| 5 251.05(3)(f)2.b. Child Care Teacher - High School Or Equivalent Description: Staff D did not have documentation on file of a high school diploma or equivalent as required. | Going forward all Staff will provide High School Diploma within first 30 days of employment | 4/25/24 | |
| 6 251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: Staff E and H did not have documentation on file of completed entry level coursework required for the position. | Going forward all Staff will complete State required training and have on file within 6 months of employment Staff E entry level coursework has been added to file Staff H is working to complete coursework | 4/25/24 | |

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| 7 | <p>251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: Assistant child care teachers are regularly scheduled without the supervision of a lead child care teacher, either by themselves or with another assistant child care teacher.</p> | <p>Schedules of all Staff and Director have been modified to ensure Lead Teachers are in classrooms at all times during the day</p> | 4/25/24 | |
| 8 | <p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff R and S did not have documentation of completed coursework required for the position six months after employment.</p> | <p>Going forward all Staff will have documentation of completed course work in their file within first 6 months of employment. Staff R and S have ordered classes and will complete with in 60 days</p> | 4/25/24 | |
| 9 | <p>251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Staff T did not have documentation on file of completed four hours of training as required.</p> | <p>Going forward all Kitchen Staff will have completed training with in first 30 days of employment Staff T will be enrolled in in course and it will be completed in 30 days</p> | 4/25/24 | |
| 10 | <p>251.055(1)(b) Supervision - Teacher Per Group Of Children Description: Children do not have a qualified child care teacher supervising them when classrooms are regularly staffed with only assistant teachers.</p> | <p>Schedules have been changed and modified to ensure that a qualified Lead Teacher is in the room during the day.</p> | 4/8/24 | |

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| 11 | <p>251.055(1)(c) Supervision - Opening & Closing Hours Description: The staff regularly opening multiple classrooms have not completed a course qualifying them to be left alone with children the first two and last two hours of the day.</p> | <p>Schedules of all Staff including the Director have been changed to ensure qualified staff are present in rooms at all times during the day. Qualified Assistant Teachers will only be left alone during the 1st two opening hours, nap time and the last 2 closing hours of the day</p> | 4/8/24 | |
| 12 | <p>251.055(2)(a) Group Size - Maximum Description: According to attendance records provided by the program, the maximum number of children in a group was exceeded when the Twos classroom had 11 children including children under the age of 2 for the majority of the day on 02/21/24. During the 02/20/24 site visit, the Toddler 2A classroom exceeded group size when 11 children were observed in the room including children under 2. Additionally on the 03/07/2024 site visit, attendance records showed that the Toddler 2A classroom exceeded group size for over an hour when 11 children were present including children under the age of 2. Repeat violation: Previously cited on 4/5/2023, 12/7/2022</p> | <p>All Staff and Director will be retrained in proper group size and ratio policies and procedures Schedules of all Staff including Director have been modified to ensure that group size and ratio are maintained</p> | 4/8/24 (schedules) and 4/25/24 (training) | |

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| 13 251.055(2)(b) Staff-To-Child Ratios - Minimum Description: The ratio of child care workers to children was less than the number specified in multiple classrooms based on attendance records provided by the program and observed during site visits, including but not limited to: The Twos Classroom was over ratio the majority of the day on 02/21/24 when two teachers were with up to 11 toddlers. The Preschool Classroom was over ratio the majority of the day on 02/13/24 when one teacher was with a group of up to 11 children. Repeat violation: Previously cited on 4/5/2023 | All Staff and Director will be retained in attendance taking and tracking procedures. All Staff and Director will be retrained in ratio and group size policies and procedures Staff and Director schedules have been modified to maintain ratios and group size | 4/8/24 (schedules) and 4/25/24 (training) | |
| 14 251.07(6)(dm)3.b. Medical Log - Injury In Care Description: According to staff interviews during an investigation, an injury was reported to the director for parent notification however the incident was not recorded in the medical log as required. Repeat violation: Previously cited on 12/7/2022 | All Staff and Director will be retrained on proper logging and documentation of all injuries and medications given in the State Log books | 4/25/24 | |

NAME - Agency Worker
 Jenny Sweeney, Jenny Capener

DATE ISSUED
 4/3/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

DATE SIGNED
 4-17-24