

Date Correction Plan Due 7/10/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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		Provider Number / Facility ID Number 8000558368 / 028 - 2006591		
Address - Facility (Street, City, State, Zip Code) 1750 Cardinal Ln Green Bay WI 543137121		Telephone Number 920-434-8002	Date - Regulation Visit 5/30/2024	
	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 persons A and B on the staff record checklist were missing documentation of completion of a staff physical in the files.	<i>Files are done on the first 5 days of starting before going into a classroom</i>		
2	251.05(2)(a)5. Staff Record - High School Diploma Description: Staff persons B on the staff record checklist was missing documentation of high school diploma in the files.	<i>Before going into a classroom all paper work is finished on orientation.</i>		

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3	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff persons A on the staff record checklist was missing documentation of completion of an orientation in the files.	Staff orientation will be done before starting in classroom		
4	251.055(1)(a) Supervision Of Children Description: The center self reported on 5/1/24 that 3 year old child was found inside getting a drink while his teachers and the rest of the group was outdoors at the end of the day. Repeat violation: Previously cited on 3/6/2024	Door gets locked when outside. Teachers have been trained on face to name sheets.		
5	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: The center failed to have a qualified teacher with a group of three-year-olds on May 1, 2024. The center had two staff who did not meet the training requirements. for a lead teacher. Repeat violation: Previously cited on 4/15/2024	Hired a teacher with qualifications		

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6	251.055(1)(f) Child Tracking Procedure Description: The center staff did not follow the centers tracking process when a child was found inside after coming in with staff to get a drink while the rest of his group went back outside.	All staff have been trained on face to name sheets.	

NAME - Agency Worker
Jody Beyer

Date Issued
6/26/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Angela Males

Date Signed

7/8/24