

<b>Date Correction Plan Due</b> 7/24/2024	<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 Woodland		<b>Provider Number / Facility ID Number</b> 8000558368 / 021 - 1009020		
<b>Address - Facility (Street, City, State, Zip Code)</b> 5896 Woodland Dr Waunakee WI 53597		<b>Telephone Number</b> 608-850-5665	<b>Date - Regulation Visit</b> 6/20/2024	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Staff C and G did not have a physical examination report on file as required.  Repeat violation: Previously cited on 3/7/2024, 4/5/2023, 12/7/2022	Going forward all staff will be sent for physical during 1st wk of employment staff C & G were sent & completed 6/11/24 & 6/24/24	6/24/24 3 on going	
2	251.05(2)(a)5. <b>Staff Record - High School Diploma</b>  Description: Staff G did not have proof of high school diploma or equivalent on file as required.	Staff G sent a request for copy of transcript. Due to transcript coming from London, it will received by 9/11/24 Going forward all documentation will be in files within 1st wk of employment	9/11/24	

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3	<p>251.055(2)(a) <b>Group Size - Maximum</b></p> <p>Description: According to attendance records provided by the program, the maximum number of children in a group was exceeded when the Toddler classroom had 15 children under the age of two on 04/24/2024.</p> <p>Repeat violation: Previously cited on 3/7/2024, 4/5/2023, 12/7/2022</p>	<p>Current Children were placed on a rotating schedule &amp; enrollment was paused ensure group size in all rooms. enrollment will continue to be paused until more qualified staff are hired</p>	7/1/24	
4	<p>251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: The ratio of child care workers to children was less than the number specified in the Toddler Classroom on 04/24/2024 when two teachers were in ratio with up to fifteen children under the age of two.</p> <p>Repeat violation: Previously cited on 3/7/2024, 4/5/2023</p>	<p>enrollment &amp; staff schedules were modified to ensure ratios are maintained. Going forward this will continue until more qualified staff are hired</p>	7/1/24	
5	<p>251.055(2)(c) <b>Mixed-Age Group - Staff-To-Child Ratio</b></p> <p>Description: The ratio of child care workers to children was less than the number specified in the Twos Classroom on 04/24/2024 when two teachers were in ratio with up to 24 children.</p>	<p>enrollment &amp; staff schedules have been modified to ensure mixed age group ratios are correct. This is on going until more qualified staff are hired</p>	7/1/24	

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6	251.07(2)(e) <b>Child Guidance - Prohibited Actions</b>  Description: The department received additional information regarding a closed complaint from January 2024 that a teacher acted engaged in acts that were dangerous and injurious. The teacher reported that they pushed a table and struck a child causing injury.  Repeat violation: Previously cited on 2/20/2024, 8/2/2023, 7/13/2023, 4/5/2023	Staff member is no longer employed. All current staff have been retrained on Guiding Childrens Behaviors.	7/11/24	
7	251.09(4)(a)2. <b>Infant &amp; Toddler - Wet Or Soiled Diapers</b>  Description: Two-year-old children in the preschool classrooms are not being changed on a regular basis when diapers are wet.	All staff have been retrained on Diapering / Potty rules & regulations	7/11/24	

**NAME - Agency Worker**  
Jenny Sweeney

Date Issued  
7/10/2024

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

*Jenny Sweeney*

Date Signed

7/23/24