

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**TO FILE A COMPLAINT CALL**  
608-422-6765

**Date Correction Plan Due**  
3/24/2025

**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 Monona  
**Address - Facility (Street, City, State, Zip Code)**  
6500 Bridge Rd Monona WI 53713  
**Telephone Number**  
608-222-0328  
**Provider Number / Facility ID Number**  
80005558368 / 011 - 1001675  
**Date - Regulation Visit**  
3/6/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b></p> <p>Description: Staff C, who has been working as an assistant teacher for more than one year, has not completed the required assistant teacher training, which was due within six months of beginning the position.</p> <p>Repeat violation: Previously cited on 12/2/2024</p>	<p>Staff is no longer on going employee going forward - all staff will complete classes w/in time frame required by statute</p>	3/17/25	
<p>2 251.055(2)(a) <b>Group Size - Maximum</b></p> <p>Description: Based on a review of children's attendance records, maximum group size of 12 children, when two-year-old children were included, was exceeded in the Preschool Room for over six hours on 3/4/25 when 15 children were present, including three two-year-old children.</p> <p>Repeat violation: Previously cited on 3/15/2024, 4/18/2023</p>	<p>Class rooms will not exceed group size. Staff's child schedules will be changed to meet group size</p>	3/17/25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
La Petite Academy Monona		8000558368 / 011 - 1001675		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
6500 Bridge Rd Monona WI 53713		608-222-0328	3/6/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
Verification Date				
3	<p><b>251.055(2)(c)</b>  <b>Mixed-Age Group - Staff-To-Child Ratio</b>            Description: Based on a review of children's attendance and staff sign-in records, the mixed-age ratio was inappropriate in the Pre-K classroom on the morning of 3/4/25 when 16 children were present with only one staff, when two staff were required.</p>	<p>Ratios will be maintained            Staff to child schedules will be changed to maintain ratios</p>	3/17/25	
4	<p><b>251.06(3)(b)3.</b>  <b>Emergencies - Staff Responsibilities</b>            Description: During the licensing visit, a staff person working in the Early Childhood room said they did not know where to go in the event of a tornado.</p>	<p>Staff will be properly trained during orientation on emergency situations. Training will continue during employment</p>	3/17/25	
5	<p><b>251.07(6)(dm)4.</b>  <b>Medical Log - Reviewing Injury Records</b>            Description: The medical log book in the Pre-K room has not been reviewed with staff in more than six months.</p>	<p>Medical logs will be reviewed monthly at staff meetings</p>	3/17/25	
6	<p><b>251.07(6)(f)1.a.</b>  <b>Medication Administration - Parent Authorization</b>            Description: A medication for a child in the Pre-K room had a written medication authorization that was missing the child's birthdate and instructions for administering the medication.</p>	<p>Going forward families will use state required form for medication in addition to LCSI forms</p>	3/17/25	

<b>Name - Certified Operator / Licensed Center</b> La Petite Academy Monona		<b>Provider Number / Facility ID Number</b> 8000558368 / 011 - 1001675	
<b>Address - Facility (Street, City, State, Zip Code)</b> 6500 Bridge Rd Monona WI 53713		<b>Date - Regulation Visit</b> 3/6/2025	
<b>Telephone Number</b> 608-222-0328		<b>Expected Completion Date</b>	
<b>Correction Plan</b> All staff have reviewed handwashing procedures & will wash hands in accordance with the policy		<b>Verification Date</b>	
<b>Rule/Statute Number</b> 7 251.07(6)(i)2.	<b>Noncompliance Statement</b> <b>Adult Handwashing</b> Description: During the licensing visit, a staff person in the Early Childhood classroom wiped one child's nose with a tissue, then got another tissue and wiped a different child's nose without the staff person washing their hands in between. After wiping the second child's nose, the staff person sat down at a table with children and began playing with them, without washing their hands.	<b>Expected Completion Date</b> 3/17/25	

**NAME - Agency Worker**  
 Amy Anderson

**Date Issued**  
 3/10/2025

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

**Date Signed**  
 3/21/2025