

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
4/7/2025

TO FILE A COMPLAINT CALL
608-422-6765

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		Provider Number / Facility ID Number	
La Petite Academy Fitchburg		8000558368 / 005 - 1001672	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
5574 Lacy Rd Fitchburg WI 53711		608-277-8388	3/19/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff B did not have documentation on file of having completed AHT training prior to beginning to work with children under 5 years of age.	Staff B completed Abusive Head Trauma Training on 3/19/2025	3/19/2025	
2 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff B did not have documentation of having completed Child Abuse and Neglect training at least every two years when the last certificate was dated more than two years ago.	Staff B completed Mandate Training 3/14/25 Reporter 3/14/25	3/14/25	

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.05(3)(gr)2. Meal Prep Personnel - Orientation Description: Staff A did not have documentation of an orientation on file.	Staff Orientation Checklist will be completed 3/25/25	3/25/25	
4 251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Staff A did not have documentation of having completed at least four hours of training in kitchen sanitation, food handling and nutrition prior to beginning work.	Staff A has begun Serv Safe certification	4/4/25	
5 251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness Description: Bedding was not stored in a clean and sanitary manner when coats leaned against each other and children's sheets and blankets were touching, allowing for cross contamination.	Staff have been instructed on policy (251.07(4)(c)) They understand the policy and have corrected	3/20/25	

NAME - Agency Worker
Sara Bossingham O'Brien

Date Issued
3/24/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Melanie Leitman

Date Signed
3/25/2025

STAFF ORIENTATION CHECKLIST – GROUP CHILD CARE CENTERS

Use of form: This form is voluntary; however, completion of this form will facilitate the licensing process and verify compliance with DCF 251.05(4)(a). of the Wisconsin Administrative Code. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: Orientation must be documented for each new employee, substitute, and regular volunteer within their first week at the center. Upon completion of orientation, trainer and staff shall initial and date the spaces that correspond to each completed policy or procedure and place the form in the staff record for review by the licensing representative.

Staff Person Name (Last, First, MI) <u>WILLIAMS, CLAY W</u>	Position Title <u>COOK</u>	Start Date (mm/dd/yyyy) <u>02/20/2025</u>
Trainer Name <u>LEITERMAN, MELANIE</u>	Position Title <u>DIRECTOR</u>	

Policy / Procedure	Staff		Trainer	
	Initials	Date	Initials	Date
• A review of DCF 251, Licensing Rules for Group Child Care Centers 251.05(4)(a)1.	CW	3/25/25	ML	3/25/25
• A review of center policies and procedures required under s. DCF 251.04(2)(h) [251.05(4)(a)2.]	CW	3/25/25	ML	3/25/25
• A review of the center emergency plans required under s. DCF 251.04(2)(h)9., including fire and tornado evacuation plans and the operation of fire extinguishers 251.05(4)(a)3.; 251.06(3); 251.06(4)	CW	3/25/25	ML	3/25/25
• Prevention and response to emergencies due to food and allergic reactions 251.05(4)(a)4.	CW	3/25/25	ML	3/25/25
• First aid procedures 251.05(4)(a)5.	CW	3/25/25	ML	3/25/25
• Administration of medications 251.05(4)(a)6.	CW	3/25/25	ML	3/25/25
• Job responsibilities in relation to the job description 251.05(4)(a)7.	CW	3/25/25	ML	3/25/25
• Training in the recognition of childhood illnesses and in infectious disease control, including hand washing procedures and universal precautions for handling body fluids 251.05(4)(a)8.	CW	3/25/25	ML	3/25/25
• A schedule of activities of the center 251.05(4)(a)9.; 251.07(1)	CW	3/25/25	ML	3/25/25
• The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times, including during center-provided transportation 251.05(4)(a)11.; 251.055(1)(f)	CW	3/25/25	ML	3/25/25
• Child management techniques 251.05(4)(a)12.; 251.07(2)	CW	3/25/25	ML	3/25/25
• The procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day 251.05(4)(a)13.	CW	3/25/25	ML	3/25/25
• A review of procedures to reduce the risk of sudden infant death syndrome (SIDS) prior to an employee's or volunteer's first day of work , if licensed to care for children under 1 year of age 251.05(4)(a)14.	CW	3/25/25	ML	3/25/25
• The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(4)(a)15.; 251.055(1)(h)	CW	3/25/25	ML	3/25/25
• Information on any special needs that a child enrolled in the center may have and the plan for how those needs will be met 251.05(4)(a)16.	CW	3/25/25	ML	3/25/25
• Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic. 251.05(4)(a)17.	CW	3/25/25	ML	3/25/25
• The handling and storage of hazardous materials and the appropriate disposal of biocontaminants. 251.05(4)(a)18.	CW	3/25/25	ML	3/25/25
• Training in abusive head trauma prevention and impacted babies and appropriate ways to manage crying, fussing or distraught children 251.05(3)(b).	CW	3/25/25	ML	3/25/25
• Training in techniques of evacuating sleeping children in an emergency, if the center is licensed to operate between 10:00 p.m. and 5:00 a.m. 251.10(4)(a).	CW	3/25/25	ML	3/25/25



3/24/2025

Mandated Reporter Online Training

has successfully completed

Angela Meine

This certifies that

CERTIFICATE OF COMPLETION