

Date Correction Plan Due 6/25/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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- Watertown Rd		Provider Number / Facility ID Number 8000558368 / 003 - 225147		
Address - Facility (Street, City, State, Zip Code) 20550 W Watertown Rd Waukesha WI 53186		Telephone Number 262-789-5275	Date - Regulation Visit 6/5/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff B did not have documentation of education qualification for an assistant teacher after 6 months.	Staff B has been informed of the requirement and is in the process of obtaining the necessary education documentation. A deadline of 6/12/2025- e.g. 30 days from today] has been set for Staff B to submit the required documentation. The Director will verify and file the documentation immediately upon receipt. If documentation is not received by the deadline, employment status will be reevaluated in accordance with center policy and licensing regulations.	07/12/2025	
2	251.06(9)(d)1.b. Food Storage - Refrigeration Units Description: The temperature in the refrigerator in the infant room was reading 52 degrees. Repeat violation: Previously cited on 2/22/2024	The infant room refrigerator will be monitored and logged twice daily (morning and afternoon) to ensure it remains within the safe temperature range. Staff have been retrained on proper food storage temperatures and the importance of monitoring and recording refrigerator temperatures daily. A maintenance service was scheduled to fully inspect the refrigerator to ensure proper function. If the refrigerator continues to malfunction, it will be replaced no later than 07.01.2025	06/16/2025	

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3	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Several intake under two forms in the toddler room were not updated every 3 months. Repeat violation: Previously cited on 1/6/2025	A system has been implemented to track due dates for each child's intake form using a master tracking spreadsheet/calendar. Automatic reminders will be set 2 weeks before each child's 3-month update is due to allow ample time for completion. Classroom teachers will be responsible for initial parent communication; the Director will verify that all updates are completed and filed.	06/12/2025	

NAME - Agency Worker
Joel Marquez

Date Issued
6/11/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Tondra Hill

Date Signed
06/12/2025