

<b>Date Correction Plan Due</b> 7/29/2025	<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 Montana Avenue		<b>Provider Number / Facility ID Number</b> 8000558368 / 020 - 1008687		
<b>Address - Facility (Street, City, State, Zip Code)</b> 2380 Montana Ave Sun Prairie WI 53590		<b>Telephone Number</b> 608-837-0233	<b>Date - Regulation Visit</b> 7/2/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(2)(p) <b>Delegation Of Administrative Authority - Submitted, Current</b>  Description: A current delegation of administrative authority was not provided to the department after staffing changes.	Updated delegation of Administrative Authority was sent on 7/7/25 Going forward any changes will be submitted to the department right away	7/7/25	
2	251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b>  Description: Staff A and Staff B did not have a Registry certificate on file demonstrating that they met the qualifications for the positions they hold.	Both staff A & B have applied / updated registry applications & waiting on profiles to update. Going forward all staff will complete this during onboarding & when education needs to be submitted	7/7/25 and on going	

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3	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: Staff A did not have documentation of a having completed Introduction to the Child Care Profession.</p>	Staff completed course work out of order - enrolled in Asst. Teacher course	8/15/25	
4	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: A review of attendance records from 07/01/2025 were inaccurate when the same child was signed in on the same document twice. The child was tracked as present in both row at 10:10am.</p>	All staff are retaking company FTN Training Management is conducting attendance sheet checks every 2 hours	7/29/25	
5	<p>251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio</p> <p>Description: Records from 07/02/2025 showed that a teacher was over ratio from 7:17 am to 7:28 am. Prior to the arrival of a second staff member, the teacher was providing sole supervision to 22 children. The early preschool classroom was also out of ratio on the day of the visit. There were 23 children in care in the early preschool classroom with two teachers. Based on the pro rata ratios, the classroom was over ratio.</p>	Both staff & Parent schedules have been collected & staff schedules have been adjusted to maintain staff ratios	7/25/25	

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<p>6 251.055(2)(e) Mixed Age Group Of Children Over Age 2 - Group Size</p> <p>Description: The Early Preschool classroom exceeded maximum group size beginning at 8:45am. Pro rata calculations showed that at 9:34am more than two teachers were needed, and were thusly over group size requirements. The room was additionally out of ratio.</p> <p>Repeat violation: Previously cited on 5/29/2025</p>	Both Staff & parent schedules have been collected & staff schedules have been adjusted to maintain staff ratios & group size	7/25/25	
<p>7 251.06(10)(dm)1. Washrooms - Sanitary Conditions</p> <p>Description: Several bathrooms were not maintained in a sanitary condition. There was visible dirt on the floors and surrounding the sinks. Bathroom used by children were used for material storage which allowed for contamination of equipment.</p>	All staff have been given cleaning checklists to help ensure rooms are clean along w/ bathrooms. Management has been assisting w/ additional cleaning	7/28/25	
<p>8 251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair</p> <p>Description: The counter surrounding a sink in the preschool classroom was not in good repair. The laminate was warped and peeling from the top. There was water damage to the exposed wood.</p> <p>A plastic guard on the external door in the early preschool room was not secured to the door.</p>	Work order was placed for repair	8/15/25	

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9	<p>251.06(2)(n) <b>Garbage Containers - Construction &amp; Disposal Schedule</b></p> <p>Description: A garbage can in the pre-kindergarten bathroom was not lined nor covered. Wipes and used gloves were observed in the bin.</p>	All staff have been instructed that wipes must be used at all times	7/3/25	
10	<p>251.07(2)(b) <b>Policy - Child Guidance</b></p> <p>Description: The program did not follow their policy related to child guidance when a child was observed in a timeout upon arrival at the center.</p>	Staff have been retrained on child guidance policy	7/3/25	
11	<p>251.07(2)(c)5. <b>Time Out - Not Removed From Classroom</b></p> <p>Description: A child was removed from the classroom for a time-out. The child was observed sitting along a wall next to the director's office.</p>	All staff have been retrained on child timeouts & that they are not allowed	7/3/25	
12	<p>251.07(2)(e)3. <b>Prohibited Actions - Physical Restraint, Restriction, Enclosure</b></p> <p>Description: A teacher physically restrained a child when they forced the child into a chair, then pushed the child into the table, pinning them in place. The child physically resisted their placement by locking their arms.</p> <p>Repeat violation: Previously cited on 5/29/2025</p>	Staff was retrained on LCG 3 Licensing guidelines in regards to prohibited actions	7/14/25	

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13	251.07(2)(e)4. <b>Prohibited Actions - Withholding / Forcing Food Or Sleep</b>  Description: In response to children not cleaning up toys, a teacher stated, "OK, then you don't get breakfast".	Staff was retrained on prohibited actions for LCGI & Licensing guidelines	7/14/25

**NAME - Agency Worker**  
Sarah Stormont, Clerrena Schoville

**Date Issued**  
7/15/2025

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

**Date Signed**  
7/29/25