

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
7/21/2025

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)(l) 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, 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 Woodland		8000558368 / 021 - 1009020	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	
5896 Woodland Dr Wausaukee WI 53597		608-850-5665	
Rule/Statute Number		Correction Plan	
Noncompliance Statement		Expected Completion Date	
Verification Date		Completion Date	
1	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: During the collection of attendance records, staff admitted that records had been pre-dated and did not match the actual days of attendance. Staff spent time during the visit attempting to correct the documents in question.</p> <p>Documentation shows that on 05/21/2025, the sign in sheets shows 9 children in the classroom all day, although the count says 8 children:2 teachers.</p> <p>Repeat violation: Previously cited on 2/20/2024</p>	<p>Staff have been retrained on how to use FTN sheets</p> <p>Staff has been reminded to not pre-date FTN sheets</p>	<p>All Staff will re-take company FTN Training on Thursdays until all staff complete</p> <p>Sept 1st 2025</p>

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Address - Facility (Street, City, State, Zip Code) 5896 Woodland Dr Waunakee WI 53597		Telephone Number 608-850-5665	Date - Regulation Visit 5/28/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>2 251.055(2)(a) Group Size - Maximum</p> <p>Description: In a review of attendance, the number of children in a group exceeded the maximum number allowed in the Infant 1 and Toddler 1 rooms multiple times, including but not limited to: On 05/19/2025 the Infant 1 classroom had up to 11 children in a group of infants and toddlers for up to two hours. On 05/21/2025 the Infant 1 room was over max group size with 15 children for up to 30 minutes. On 05/22/2025, the Infant 1 room was over max group size with 14 children for up to 30 minutes. On 05/23/2025 when the Infant 1 room had 10 children and Toddler 1 had 14 children, both for up to 30 minutes.</p> <p>Repeat violation: Previously cited on 6/20/2024, 3/7/2024</p>	<ul style="list-style-type: none"> Staff schedules have been adjusted to ensure group size is met. Staff have been instructed to let management know prior to going over group size to make sure there is time to bring a staff in the room Requesting updated parent schedules to assist w/ scheduling staff 	7/19/25 3 on going	
<p>3 251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: A review of attendance shows that staff-to-child ratio was not met multiple times. On 05/19/2025, the Infant 1 room was over ratio up to two hours when 1 teacher was alone with 5 children and then 2 teachers were in ratio with up to 11 children. On 05/21/2025 the Infant 1 room was over ratio for up to 20 minutes when 2 teachers were in ratio with 15 children and again on 05/22/2025, when 2 teachers were in ratio with 11 children for 20 minutes. On 05/23/2025 the Toddler 1 room was over ratio for up to 30 minutes when 2 teachers were in ratio with 13 children.</p> <p>Repeat violation: Previously cited on 6/20/2024, 3/7/2024</p>	<ul style="list-style-type: none"> Staff schedules have been adjusted to ensure ratio is met Staff have been instructed to let management know prior to going over ratio to make sure staff can be brought into room Requesting updated parent schedules to assist w/ scheduling staff 	7/19/25 3 on going	

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4	<p>251.07(2)(e)3. Prohibited Actions - Physical Restraint, Restriction, Enclosure Description: A one-year-old child was placed in a crib or pack to restrict the child's movement while "inconsolable," which is prohibited.</p>	Staff have been retrained on how to console infants and that they are not to be placed on "timeaway"	7/15/25 3 on going
5	<p>251.09(1)(d) Infant & Toddler - Assignment To Room & Caregiver Description: In an effort to manage staff absences, staff reported that children are consistently being shuffled into classrooms where they are not regularly assigned.</p>	Staff & child schedules have been corrected & updated to create primary care giver groups & reduce eliminate moving children. CLASS ROOSTERS have been managed to assist	7/15/25 3 on going
6	<p>251.09(2)(a) Infant & Toddler - Responding To Crying Children Description: A one-year-old child was placed in a crib when they were "inconsolable" instead of responding to the crying child's needs.</p>	Staff have been retrained on how to console children & proper classroom management skills	7/15/25 3 on going

NAME - Agency Worker
 Jenny Sweeney

Date Issued
 7/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
 7/15/2025