

<b>Date Correction Plan Due</b> 8/22/2025	<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> 5/29/2025	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(3)(a) <b>Report - Incident Or Accident</b>  Description: On May 21 parents of Child 1 informed center management that Child 1 received a medical evaluation due to an injury sustained at the center on May 20, but this was not reported to the department within 24 hours of being informed, as required.	<i>Going forward we will report incidents to Department per state guidelines</i>	<i>6.2.25 or ongoing</i>	
2	251.04(3)(jm) <b>Report - Prohibited Actions</b>  Description: On May 21 and May 22 managers reviewed video footage and confirmed that Staff A used prohibited actions to guide Child 1's behavior on May 20, but this was not reported to the department within 24 hours of the occurrence, as required.	<i>Going forward we will report incidents to Dept. per state guide</i>	<i>6.2.25 or ongoing</i>	

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<p>3 251.04(4)(a)2.e. <b>Parent Notification - Inappropriate Child Guidance</b></p> <p>Description: Parents did not receive sufficient detail to reasonably apprise them of their child's experience after Staff A used prohibited actions and gave the family inaccurate information regarding what occurred. Center managers reviewed video and observed that Staff A's actions did not match their statements, but managers never provided Child 1's parents with updated, accurate information.</p>	<p>Parents will be updated &amp; continuously updated as new information is obtained</p>	<p>6.2.25 or ongoing</p>	
<p>4 251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: A review of attendance for May 20 showed multiple inaccuracies, including: Multiple children were signed in but were not signed out. Listed ages for multiple children were incorrect.</p>	<p>Staff were retrained on proper Face To Name procedures - Filling out the F.T.N. papers with accurate times &amp; ages</p>	<p>6.2.25</p>	
<p>5 251.04(7)(b) <b>Access To Records &amp; Reports - Parents</b></p> <p>Description: Child 1 informed their parent that their stomach hurt because a teacher pushed the child's chair into a table and held the chair in place. Parents requested to see video footage of this incident but were told that cameras provided live stream only, but video footage can be immediately reviewed by an area manager within 48 hours of an incident.</p>	<p>As soon as Director is made aware of a concern that would require footage to be preserved will reach out to Area Manager to begin to preserve footage if applicable -</p>	<p>6.2.25</p>	

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<p>6 251.04(8)(a) <b>Mandated Reporting - Child Abuse &amp; Neglect</b></p> <p>Description: Center managers did not immediately report signs of child abuse to child protective services or local law enforcement after they reviewed video and confirmed that Staff A provided inconsistent statements as to how Child 1 sustained an injury to an area of the body that is not common for accidental injuries.</p>	<p>Retrain Staff on mandated Reporting guidelines + expectations</p>	6.12.25	
<p>7 251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: A review of attendance showed child care teachers signed in but not sign out of classrooms multiple times on May 20, including Staff A, Staff B, Staff C, Staff D and Staff E.</p>	<p>Retrain Staff on Proper Procedures for Face-to-Name Sheets - Sign in + Sign out</p>	6.12.25	
<p>8 251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: Review of attendance for May 20 showed Staff A worked with preschool groups that did not have enough staff members present to meet minimum staff-to-child ratio requirements from 7:17 AM to 7:25 AM and from 7:32 AM to 9:00 AM.</p> <p>Repeat violation: Previously cited on 2/21/2024</p>	<p>Staff Schedules updated reflecting child schedules</p>	6.12.25 + ongoing	

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9	<p>251.055(2)(d) <b>Mixed Age Group With Children Under Age 2 - Group Size</b></p> <p>Description: Review of attendance for May 20 showed the Infant Two classroom exceeded the maximum number of children allowed in a group that includes infants and toddlers and exceeded minimum staff-to-child ratio requirements from 7:56 AM to 8:30 AM. At most, there were 14 infants and toddlers from 8:13 AM to 8:20 AM, when only 8 children are allowed.</p>	<p>Staff schedules adjusted in response to children's Schedules</p>	<p>6-2-25 + ongoing</p>	
10	<p>251.055(2)(e) <b>Mixed Age Group Of Children Over Age 2 - Group Size</b></p> <p>Description: Review of attendance for May 20 showed the preschool classroom exceeded the maximum number of children allowed in a group and exceeded minimum staff-to-child ratio requirements from 7:35 AM to 8:00 AM. For example, at 7:45 AM, Staff A and Staff C were signed in with three 2-year-olds, five 2.5-year-olds and 13 3-year-olds.</p>	<p>Staff retrained on proper Face To Name procedures</p>	<p>6-2-25</p>	
11	<p>251.07(1)(d) <b>Daily Routines</b></p> <p>Description: Intervals between activities were not planned to avoid keeping children waiting in lines when a transition to outdoor play time was observed to take over 20 minutes on May 23. During this time children were required to sit at empty tables with nothing to do as they waited to be called to stand in line in the classroom, then stood in line in multiple areas of the hallway and finally, stood in line in the fenced area between the two playgrounds before being allowed to play.</p>	<p>Staff retrained on transitions + proper techniques of engagement</p>	<p>6-12-25 + ongoing</p>	

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12	251.07(2)(e) <b>Child Guidance - Prohibited Actions</b>  Description: On May 20, 2025, Staff A twisted 4-year-old Child 1's arm, pushed the child's head down and held it down on the child's pillow for 13 seconds. The child attempted to raise their head during the incident but Staff A then held the child's head down with more force.	Staff A - has been terminated Staff were retrained on child guidance + prohibited actions	6-12-25	
13	251.07(3)(a)2. <b>Indoor Equipment - Construction, Condition</b>  Description: In the preschool classroom plastic parts of a toy sink, plastic toy storage buckets and a child's easel were broken, making sharp, plastic areas accessible to children.	Daily audits of materials will be conducted and items of disrepair will be discarded	6-2-25 + ongoing	
14	251.07(4)(b) <b>Naps Or Rest Periods - Awake Children</b>  Description: Child 1 was observed in a video recording to not be allowed to get up off their cot after the child woke up during nap time after 2:00 PM on May 20. Three other children were also observed to be awake during this time.	Staff was terminated + Staff was retrained on proper nap/guid time procedures.	6-12-25	

**NAME - Agency Worker**  
Cierrena Schoville, Colleen Peterson

**Date Issued**  
8/8/2025

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

**Date Signed**

8-22-2025