

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE  
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated October 22, 2025 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
  - Do not include confidential information, including the names of children and staff.
  - Write in concise, plain English.
  - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
  - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
  - **Email:** AmyE.Anderson@wisconsin.gov or
  - **Fax:** (608) 422-6766 or
  - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES  
BUREAU OF EARLY CARE REGULATION  
SOUTHERN REGION  
PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

**You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.**

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
11/5/2025

**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 Crossroads

8000556368 / 008 - 1001680

**Address - Facility (Street, City, State, Zip Code)**  
3801 S Dutch Mill Rd Madison WI 53718

**Telephone Number**  
608-223-9686

**Date - Regulation Visit**  
10/21/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(3)(L) <b>Report - Construction Or Remodeling</b></p> <p>Description: The licensee did not report to the department prior to the date of construction that a large outdoor construction project would occur in the children's outdoor play space. The project reportedly began on October 13, 2025, and was still in progress during the licensing visit on October 21, 2025.</p>	<p>Director has added note to important numbers about notifying IT remains</p>	<p>11/17/25</p>	
<p>2 251.05(2)(a)1. <b>Staff Record - Personal Information</b></p> <p>Description: Staff B, who has worked at the center longer than seven months, is missing documentation of personal information including address, date of birth, education, position, telephone numbers of persons to be notified in an emergency, and previous work experience in child care - including the reason for leaving previous positions.</p>	<p>Director will go through Staff files at end of 1st 2 weeks for new staff and once complete for current staff</p>	<p>12/20/25</p>	

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<p>3</p> <p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Staff B, who has worked at the center longer than 30 days, is missing documentation of a health exam stating they are free of communicable diseases and are physically able to work with young children.</p>	<p>Director will go through Staff files once a month. Set reminders of dates things need to be complete in outlook</p>	12/20/25	
<p>4</p> <p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A, who has been working at the center for several years, is missing a current certificate in infant and child CPR/AED. Staff B, who has been working longer than seven months, is missing the CPR/AED certificate within three months of beginning work. Repeat violation: Previously cited on 7/8/2024</p>	<p>Director will go through Staff files once a month. Reminders will be set in outlook to make sure staff have time to take class prior to expiring</p>	12/20/25	
<p>5</p> <p>251.05(3)(f)3. Child Care Teacher - Entry-Level Training</p> <p>Description: Staff A and Staff B, who have been working as assistants more than six months, are missing documentation of having completed the required training for assistant teachers.</p>	<p>Director will check in on progress of classes every 6 weeks</p>	12/20/25	

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9 251.09(1)(e) Infant & Toddler - Provider Training  Description: Staff A, who has been working with infants and toddlers longer than seven months, is missing 10 hours of training in infant and toddler care within 6 months of assuming the position.	Director will get copies of training prior to being sent into the Registry	11/25/24	

NAME - Agency Worker  
Amy Anderson

Date Issued  
10/22/2025

SIGNATURE - Certified Operator/ or Designee / Licensee or Designee

Date Signed

*AD 11/17/24*

Name - Certified Operator / Licensed Center  
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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6 251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: Staff B, who has been working at the center longer than seven months, is missing documentation of having completed an orientation program during their first week at the center.	Director will go through files at end of 1st 2 weeks for new hires		
7 251.06(1)(b)7. <b>Outdoor Play Space - Enclosure</b>  Description: The children's outdoor play space had an entire section of metal fence removed and temporary, flexible orange snow fence was put up. A section of the temporary fence was drooping below four feet in height, and the bottom portion of a large section of the temporary fence was blowing open in the wind - allowing large gaps where children could potentially crawl under.	Construction crew came out 10/22/25 re-attached chain link fencing	10/22/25	
8 251.06(4)(d) <b>Exits &amp; Passageways - Unobstructed, Minimum Width</b>  Description: The designated fire exit, which is a double-glass door at the side of the building, was partially obstructed during the licensing visit when a snow shovel and orange cone were directly behind the door. There was also a door-stop on the floor directly in front of the double-doors.  The exit door to the playground area, which staff said is occasionally used as a fire exit, was partially blocked when the deadbolt was locked and the door was difficult to open because it scraped across newly-poured cement outside the door.	Fire exits will be checked once a day for obstructions  -construction crew came out 10/22/25 and sanded down concrete	10/22/25	