

Date Correction Plan Due 2/4/2026	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- Woodburn Rd		Provider Number / Facility ID Number 8000558368 / 001 - 225241		
Address - Facility (Street, City, State, Zip Code) 1821 Woodburn Rd Waukesha WI 53188		Telephone Number 262-524-9566	Date - Regulation Visit 1/6/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: The file for Child 2 lacked documentation of immunization history at the time of licensing review.	<i>Children's files will included all required documentation, including immunization records. Files will be checked monthly.</i>	<i>2-20-26</i>	
2	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: The files for Child 3 and Child 4 lacked updated child physical examinations, upon licensing review.	<i>Children's files will include all required documentation including updated physical reports. Files will be checked monthly.</i>	<i>2-20-26</i>	

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3	<p>251.05(2)(a)2. Staff Record - Completed Background Check</p> <p>Description: A staff member present at the time of licensing visit, working with children, did not have a current Department approved background check. Staff member was listed as no longer being employed effective September 2025.</p> <p>Repeat violation: Previously cited on 5/20/2025</p>	All staff will have a current background check in their file at all times.	1/7/26	
4	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The implemented tracking procedure failed at the time of licensing visit. A child was present in the preschool room but was documented on another classrooms name-to-face transition sheet and the center app.</p> <p>Repeat violation: Previously cited on 11/18/2025</p>	The Face-to-Name procedure will be reviewed with staff + management team will check records daily.	1/9/26	
5	<p>251.06(9)(g)1.b. Meal Preparation Staff - Clothing, Hair Restraints</p> <p>Description: Staff preparing lunch at the time at licensing visit lacked an effective hair restraint, including hair net or cap.</p>	A hat or hairnet will be provided & worn by staff during meal preparation.	1/7/26	

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6	251.07(6)(f)1.b. Medication Administration - Containers & Labeling Description: An EpiPen on the premise lacked proper labeling.	EpiPens will be stored in their original container + labeled with the child's name, dosage, + directions.	1/26/24
7	251.07(6)(f)5. Medication Administration - As Labeled & Authorized Description: Medications on the premise could not be administered as labeled and authorized. Several medications on the premise were observed past their expiration date.	Medications will be checked monthly for expiration dates.	1/27/24
8	251.07(6)(f)6. Current Authorizations For Medications On Premises Description: Medications on the premise were observed without current authorizations. One authorization ended September 2025, another ended December 2024.	All medications will have a current medication authorization form + management will check these forms monthly.	1/27/24

NAME - Agency Worker
Kayla Sands

Date Issued
1/20/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Julie O'Connell

1/26/24