

Date Correction Plan Due 11/13/2025	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- Watertown Rd		Provider Number / Facility ID Number 8000558368 / 003 - 225147		
Address - Facility (Street, City, State, Zip Code) 20550 W Watertown Rd Waukesha WI 53186		Telephone Number 262-789-5275	Date - Regulation Visit 10/23/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(m) Health, Safety & Welfare Of Children Description: Center failed to ensure that any action, by commission or omission, did not adversely affect the health, safety and welfare of children under the care of the licensee. Center staff stated a child in care was served milk which expired over a week prior.	The milk in question was not provided by the Center. The parent supplied the milk; therefore, the Center should not be held responsible for the child being served expired milk provided by the parent. Moving forward, the Center will ensure better communication with the parent to verify that all milk or food items sent from home are properly labeled and within the expiration date before being served to the child.	10/30/2025	
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Center failed to accurately document the days and hours staff worked and in which room when used to meet applicable staff-to-child ratios. Center staff were signed into classrooms in which they were not present.	It was not requested for me to provide documentation showing the days staff worked or their scheduled times. The Center does maintain a posted schedule on-site that includes all staff names, assigned classrooms, and scheduled work hours. Each staff member has been trained on properly signing themselves in and out on the Face-to-Name sheet daily. In addition, the Assistant Director will now verify the Face-to-Name sheet every hour to ensure that both staff and children are accurately accounted for and that all documentation reflects the correct classroom assignments and ratios.	10/30/2025	

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3	<p>251.05(3)(gr)3.a. Meal Prep Personnel - Training</p> <p>Description: Staff preparing snacks and meals lacked completion and documentation of at least four hours of training in kitchen sanitation, food handling, and nutrition prior to beginning work. Staff who was making meals during licensing visit has worked in the position since August.</p>	<p>The Cook is now enrolled in the required food handling, kitchen sanitation, and nutrition training class as of October 27, 2025. Documentation of enrollment will be maintained in the staff file. Upon completion, a copy of the training certificate will be added to ensure compliance with licensing requirements.</p>	12/01/2025	
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 PreK classroom but was signed-in and tracked in the preschool classroom.</p>	<p>All staff have been reminded that if their own child is present in their classroom for any reason, that child must be signed in on the appropriate Face-to-Name sheet for that classroom. The tracking procedure that was in place failed at the time of the licensing visit. Moving forward, the Center will ensure that all children are signed in and tracked in the classroom they are physically present in to maintain accurate attendance and child supervision records.</p>	10/30/2025	
5	<p>251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: The premise was not free from potential sources of harm at the time of licensing visit. Plastic gloves were accessible to children in the PreK classroom on the children's sink area.</p> <p>Repeat violation: Previously cited on 7/31/2024</p>	<p>The plastic gloves were removed and corrected on-site during the licensing visit. Moving forward, all gloves and similar materials will be stored out of reach of children to ensure the environment remains free from potential sources of harm. Staff have been reminded of proper storage procedures to prevent recurrence of this issue.</p>	10/23/2025	

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6	<p>251.06(2)(n) Garbage Containers - Construction & Disposal Schedule</p> <p>Description: Garbage containers, with food refuse, located throughout the center were observed without covers.</p>	<p>This issue was corrected during the licensing visit. The staff immediately placed the lid back on the garbage container. Moving forward, staff will ensure that all garbage containers containing food refuse remain properly covered at all times to maintain sanitation and compliance with health and safety standards.</p>	10/23/2025	
7	<p>251.06(9)(a)2. Kitchen Equipment & Utensils - Safe & Sanitary</p> <p>Description: The kitchen refrigerator was not maintained in a clean and sanitary condition at the time of licensing visit. Dark red liquid was spilled on the bottom of the kitchen refrigerator, staff stated it has been there since before August.</p>	<p>The refrigerator has been cleaned and sanitized. The dark red liquid observed during the licensing visit has been removed. Moving forward, the Cook and Assistant Director will conduct weekly checks to ensure the refrigerator remains clean and maintained in a sanitary condition at all times.</p>	10/23/2025	
8	<p>251.06(9)(d)2.a. Food Storage - Dry Food</p> <p>Description: Dry foods, including pasta and cereal, were not stored in bags with zip-type closures or food-grade containers with tight-fitting covers and labeled. Bags were observed twisted and taped closed in the kitchen pantry.</p>	<p>All dry food items have been properly stored in food-grade containers with tight-fitting lids or sealed ziplock bags. Each container is now labeled and securely closed to maintain freshness and compliance with food storage requirements. Moving forward, staff will ensure that all dry food is stored correctly at all times to prevent contamination and maintain sanitary conditions.</p>	10/23/2025	
9	<p>251.06(9)(g)1.b. Meal Preparation Staff - Clothing, Hair Restraints</p> <p>Description: Staff preparing meals at the time of licensing visit was observed not wearing effective hair nets or caps.</p>	<p>The Cook now wears a hat or hairnet at all times while in the kitchen and during food preparation or service. Staff have been reminded of the requirement to wear proper head coverings to maintain sanitation and food safety standards. Moving forward, compliance will be monitored daily by the Assistant Director to ensure this procedure is consistently followed.</p>	10/23/2025	

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NAME - Agency Worker
Kayla Sands

Date Issued
10/29/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Tondra Hill

Date Signed
10/30/2025