

<b>Date Correction Plan Due</b> 12/15/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> La Petite Academy- Woodburn Rd		<b>Provider Number / Facility ID Number</b> 8000558368 / 001 - 225241		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1821 Woodburn Rd Waukesha WI 53188		<b>Telephone Number</b> 262-524-9566	<b>Date - Regulation Visit</b> 11/18/2025	
	<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(2)(h)8. <b>Policy Submitted &amp; Implemented - Child Guidance</b>  Description: Center failed to implement the child guidance policies as stated. Staff were observed telling children they could not hold staff's hand hand because child was not laying down at rest time. Staff was observed telling a child they would take away their blanket, on multiple occurrences, due to child not laying down. The same staff member was heard using a loud, harsh tone to instruct a child to lay down and ask a child what they were doing.	<i>All staff were retrained on child guidance. Staff reviewed + signed-off on the LCG Guidance Policy + the Wisconsin Licensing Guidance Policy.</i>	<i>12/12/2025</i>	
2	251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b>  Description: The file for Staff B lacked documentation of a certificate from the Wisconsin Registry, documenting staff has met the educational qualifications for the position held.	<i>All teachers, directors, + administrative will have a current WI Registry certificate documenting their educational qualifications</i>	<i>2/1/2026</i>	

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3	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: The file for Staff D lacked documentation of Cardiopulmonary Resuscitation training upon licensing review. Staff has been employed for longer than three (3) months.	CPR has been scheduled for 1/15/2026. Staff files will be reviewed every 3 months to ensure state documentation is up to date.	1/25/2026	
4	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The implemented tracking procedure failed at the time of licensing visit. A child was documented on the two-year-old name-to-face tracking form, but was not present at the time of licensing visit; child was stated to have left hours earlier.	All staff were retrained on our Face-to-Name procedure. This procedure will be reviewed monthly with all current & new staff.	12/12/2025 ↓ on-going.	
5	251.07(2)(c)1. <b>Time Out - Age</b>  Description: Center staff placed a two-year-old child in a time out. Staff stated the child was on a <input type="checkbox"/> break from the group <input type="checkbox"/> due to the child's behavior and choices. Time outs are prohibited for children under the age of three.	All staff reviewed & signed-off on the WI State guidance policy & the LCEI Guidance Policy.	12/12/2025 ↓ on-going.	

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6	251.07(2)(c)4. <b>Time Out - Not Isolated</b>  Description: A child was isolated from his classroom group at the time of licensing visit. A child was placed on a time out/break from the group during lunch. Child was served lunch on top of a sensory table, near the classroom door; child was not permitted to eat lunch with his other classmates.	All staff reviewed & signed-off on the WI State Guidance policy & the LB guidance policy. All children will eat at the group table during meals.	12-5-2025 ↓ ongoing.

**NAME - Agency Worker**  
Kayla Sands

**Date Issued**  
11/28/2025

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

**Date Signed**

12/12/2025