Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
7/10/2026		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 Monona	8000558368 / 011 - 1001675

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
6500 Bridge Rd Monona WI 53713	608-222-0328	6/19/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: Based on a review of attendance records, a child who was signed into the Infant B room on 6/04/26 was not signed out. Repeat violation: Previously cited on 2/27/2026, 7/8/2024	Effective immediately, all classroom staff will ensure that every child is signed in upon arrival and signed out at departure. Attendance records will be reviewed throughout the day and again before closing to verify all children have been properly signed out.	7/10/2026 Ongoing	
2	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Based on a review of staff sign-in and sign-out records, a staff person who had signed into the Infant B classroom on 6/15/26 did not sign out. Repeat violation: Previously cited on 2/27/2026, 7/8/2024	The staff members time record was reviewed and corrected. All staff were reminded that they are required to sign out immediately upon ending their shift each day.	7/10/2026 Ongoing	

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3	251.055(2)(c) **Mixed-Age Group - Staff-To-Child Ratio** Description: The required staff-to-child ratios in Table 251.055 were not met on a pro rata basis with the ages of children in the group on several occasions. The mixed-age group ratio was exceeded in the Toddler B classroom on 6/16/26 from 7:45 to 8:05 am, and again on 6/04/26 from 8:23 to 9:10 am. The mixed-age group ratio was also exceeded in the Infant B classroom on 6/04/26, from 8:10 to 8:30 am. On these dates and times, only one staff person was caring for children when two staff were required. Repeat violation: Previously cited on 3/6/2025	Upon notification of the violation, staffing schedules and classroom assignments were reviewed to ensure the required staff-to-child ratios were immediately restored. Staff were reminded that ratio requirements must be maintained at all times, including during staff arrivals, breaks, transitions and opening hours.	7/30/2026 ongoing	
4	251.055(2)(d) **Mixed Age Group With Children Under Age 2 - Group Size** Description: Based on a review of attendance for the Toddler B classroom, maximum group size for a group having children under 18 months of age was exceeded on 6/17/26 from 9:40 to 10:13 am. During that time, there were nine children signed in, four of whom were under 18 months of age. Maximum group size when a child under 18 months of age is present is eight children.	Upon notification of the violation, Classroom attendance and staffing were immediately reviewed, and the classroom was brought back into compliance by reducing the group size to meet licensing requirements.	7/30/2026 ongoing	

NAME - Agency Worker
Amy Anderson

Date Issued
6/26/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Unqueca Johnson

Date Signed
7/10/2026