| Date Correction Plan Due | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL |
|---|---|---|
| 8/14/2026 | | 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 | 7/24/2026 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
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| 1 | 251.04(2)(h)7.<br>**Policy Submitted & Implemented - Nutrition**<br><br>Description: The center did not follow its policies regarding food allergies when they had Child 1's physician complete and sign an "Authorization for Emergency Care of Children With Severe Allergies", documenting the steps to be taken if Child 1 had an allergic reaction to a known food allergen. According to the form, the first step for a severe allergy was to administer life-saving medication, followed by calling 911, followed by calling the child's parents and physician. Staff reported they called Child 1's parents before calling 911, and staff did not call Child 1's physician. | The center will retrain all staff on its food allergy and emergency response policies, including following each childs physician approved emergency care plan in required order. Staff will be reminded to administer emergency med and call 911 before notifying Parents and the Physician. | 8/11/26 | |

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| 2 | 251.04(2)(m)<br>**Health, Safety & Welfare Of Children**<br><br>Description: On 7/21/26, 20-month-old Child 1 in the 2s room had a severe reaction when fed a known allergen. Staff E had to go to another classroom to get Child 1's life-saving medication and Staff D called parents before calling 911, contrary to Child 1's medical action plan. On 7/23/26 while Child 1 was in the 2s room, Staff B and Staff E said they had no idea where Child 1's life-saving medication was now being kept. Staff D minimized the danger of the 2s room staff not knowing the medication location and said staff should have told Staff D they didn't know where the medicine was located. | The center will ensure childs life-saving allergy medication is kept in a clearly identified readily accessible location known to all staff responsible for the child. All staff will be trained on the childs Medical action plan, including immediate access to medication and calling 911 as required. | 8/11/2026 | |
| 3 | 251.04(6)(b)<br>**Current, Accurate Daily Attendance Record**<br><br>Description: Based on a review of children's attendance for 7/21/26, one child who was signed out at 3:50 pm was not signed in prior to that time. That child was marked as having gone outside with the group at 11:00 am and came back into the classroom with the group at 11:36 am. That information indicates the child arrived some time prior to 11:00 am on 7/21/26.<br><br>Repeat violation: Previously cited on 6/19/2026, 2/27/2026 | The center will retrain all staff on accurate attendance tracking and require children to be signed in before participating in classroom or group activities. The director will review attendance records daily to ensure all children are properly signed in and out. | 8/11/2026 | |
| 4 | 251.05(2)(a)<br>**Staff Record - Maintenance & Availability**<br><br>Description: Staff D informed the Licensing Specialist that the center does not maintain a staff file for Staff E, who worked and was counted in the staff-to-child ratio in the 2s classroom on 7/22/26 and 7/23/26. | The center will ensure a complete staff file is maintained for every employee before they work with children or are counted in the staff to child ratio. | 8/28/26 | |

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| 5 | 251.05(2)(a)6.<br>**Staff Record - Days & Hours Worked**<br><br>Description: Staff B, who was present during an incident in the 2s classroom on 7/21/26, only signed into that classroom on 7/21/26 and did not sign out.<br><br>Repeat violation: Previously cited on 6/19/2026, 2/27/2026 | The center will retrain all staff on required classroom sign in and out procedures. Staff must accurately record the time they enter and leave each classroom. | 8/11/2026 | |
| 6 | 251.05(3)(gr)3.a.<br>**Meal Prep Personnel - Training**<br><br>Description: Staff C did not complete the required 4 hours of training in kitchen sanitation, food handling and nutrition prior to beginning work as a cook at the center. | The center will ~~ensure~~ all staff ~~in the~~ kitchen completes the required 4 hours of training in sanitation, food handling and nutrition before working. | 7/22/2026 | |
| 7 | 251.05(4)(a)<br>**Staff Orientation - Develop, Implement, Document**<br><br>Description: Staff A and Staff B did not complete and document an orientation program within their first week at this center. Instead, their files contained orientation forms from a different childcare center where they previously worked.<br><br>Staff A and Staff B were working in the 2s classroom on 7/21/26 when a child experienced a medical emergency. | The center will ensure all newly hired staff complete and document the required orientation records are specific and completed before staff are assigned to classrooms. | 8/1/2026 | |

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| 8 | 251.055(2)(b)<br>**Staff-To-Child Ratios - Minimum**<br><br>Description: Based on a review of attendance in the 2s classroom on 7/23/26, the minimum staff-to-child ratios were not met on 7/23/26 from 8:10 am to 8:24 am when eight to ten children between the ages of 18 months and 2 1/2 years were present with only one staff, when two staff were required. | The Center will ensure required licensed staff to child ratios are maintained at all times, staff. Staff schedules and classroom coverage will be reviewed daily to ensure adequate staffing is in place before children arrive. | 8/11/2026 | |
| 9 | 251.055(2)(c)<br>**Mixed-Age Group - Staff-To-Child Ratio**<br><br>Description: Based on a review of children's attendance, on 7/21/26 the 2s classroom had one child under 18 months of age present from at least 11:00 am until 3:50 pm. From 11:00 am to 1:59 pm there were 14 children and only 1 staff signed in, and from 2:00 to 2:27 pm there were 13 children and only 1 staff signed in. Two staff were required during those timeframes.<br><br>On 7/21/26 there were no staff signed into the 2s classroom from 2:27 to 3:50 pm when 10 children were present, and no staff were signed in from 3:50 to 4:26 pm that date when nine children were present.<br><br>Repeat violation: Previously cited on 6/19/2026, 3/6/2025 | The center will ensure. required staff to child ratios are maintained at all times. including appropriate staffing for children under 18 months of age. | 8/11/2026 | |

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| 10 | 251.055(2)(d)<br>**Mixed Age Group With Children Under Age 2 - Group Size**<br><br>Description: Based on a review of the children's attendance record for the 2s classroom for 7/21/26, maximum group size of eight children was exceeded when a child under 18 months of age was included in the group from at least 11:00 am to 3:50 pm. During that timeframe, there were between 10 and 14 children present.<br><br>Repeat violation: Previously cited on 6/19/2026 | The director will review classroom assignments and attendance records daily to ensure compliance with group size requirements. Staff will be retrained on age-specific group size limits, with ongoing monitoring. | 8/11/2026 | |
| 11 | 251.06(10)(dm)1.<br>**Washrooms - Sanitary Conditions**<br><br>Description: During the licensing visit on 7/23/26, the bathroom inside the 2s classroom was not kept in a sanitary condition when a bag of diapers was lying opened on the floor, the toilet paper from the dispenser was hanging down onto the floor, and two piles of dirty clothes were lying on the floor. | Staff will ensure the 2's classroom bathroom is kept clean and sanitary at all times. Diapers and dirty clothing will be stored properly, and toilet paper will be kept off the floor. | 8/11/2026 | |
| 12 | 251.06(2)(d)<br>**Access To Materials Potentially Harmful To Children**<br><br>Description: During the licensing visit on 7/23/26, there was an empty plastic grocery bag lying on the floor in the 2s classroom bathroom accessible to children that posed a potential suffocation hazard. | Staff will ensure plastic bags and other potentially hazardous materials are kept out of children's reach. Classrooms will be checked regularly to remove any items that may pose a safety or suffocation hazard. | 8/11/2026 | |

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| 13 | 251.06(2)(n)<br>**Garbage Containers - Construction & Disposal Schedule**<br><br>Description: During the licensing visit on 7/23/26, a large kitchen-type garbage container in the 2s classroom containing food garbage was uncovered during the visit. When the licensor asked staff in the 2s classroom where the lid was located, they said they did not know. The same garbage container was also missing its lid during the licensing visit on 7/24/26. | Staff will ensure the garbage container in the 2s classroom is covered with a secure lid at all times. The lid will be replaced immediately and staff will check the container daily to ensure it remains covered and properly maintained | 8/11/2026 | |
| 14 | 251.07(5)(a)10.<br>**Sharing Information About Food & Other Allergies**<br><br>Description: The center did not ensure that information about children's allergies was shared with staff when, on 7/21/26, 20-month-old Child 1 and three other children in the 2s classroom were served a known allergen for breakfast by staff who were unaware of the allergies. All four children's allergies were on file at the center prior to 7/21/26.<br><br>The center's master child allergy list incorrectly lists 3 children as having emergency medications on-site when in fact, only 2 children have emergency medications on-site. | The center will ensure all staff have access to current and accurate allergy information before serving food to children. Staff will review the allergy list and receive training on allergy procedures. The master allergy will be kept up to date | 8/11/2026 | |

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| 15 | 251.07(6)(dm)3.c<br>**Medical Log - Medication Administration**<br><br>Description: On 7/21/26, staff in the 2s classroom did not document in the medical log book that a life-saving medication was administered to 20-month-old Child 1 in that classroom that date.<br><br>During the licensing visit on 7/23/26, when asked, Staff B and Staff E who were working in the 2s classroom said they did not know where the classroom's medical log book was kept. As of the licensing visit on 7/24/26, a record of the medication administration had still not been entered in the medical log book. | Staff will document all medication administrations in the medical log information in the classroom. Staff will be reminded and trained on medication documentation procedures, and administration records will be reviewed regularly for compliance. | 8/11/2026 | |
| 16 | 251.07(6)(dm)3.d.<br>**Medical Log - Medical Evaluation**<br><br>Description: On 7/21/26, staff called 911 for Child 1 who was experiencing a medical emergency in the 2s classroom. An ambulance with emergency medical staff responded to the center to evaluate Child 1. Staff did not record that incident in the 2s classroom medical log book and told the licensor on 7/23/26 that they did not know where the medical log book for that classroom was kept. As of 7/24/26, the incident was still not recorded in the medical log book. | Staff will document all medical emmergencies and all calls in the classroom medical log immediately after the incident. The medical log will be kept in a designated, accessible location. Staff will be reminded of documentation logging in Medical log book. | 8/11/2026 | |

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| 17 | 251.07(6)(f)1.a.<br>**Medication Administration - Parent Authorization**<br><br>Description: Child 1 has two written authorizations for emergency medications, both of which are missing the length of medication authorization. One of those is a life-saving medication, and the authorization is missing specific instructions for administering the medication.<br><br>Child 3 has a written medication consent form for a life-saving medication that is missing the child's birthdate, length of authorization, and administration instructions.<br><br>Repeat violation: Previously cited on 3/6/2025 | Staff @ center will review all medication authorization forms to ensure they are complete and include the authorization period and specific administration instructions. Missing information will be obtained from parents and healthcare providers as required. | 8/11/2026 | |
| 18 | 251.07(6)(f)6.<br>**Current Authorizations For Medications On Premises**<br><br>Description: Child 3 has a life-saving medication currently kept at the center. According to the center's "Prescription Medication Administration Consent Form", which was signed by Child 3's physician, the life-saving medication expired on 6/30/26.<br><br>Because the medication is expired, it cannot be used as directed on the label to save the child's life if exposed to a specific identified allergen. | The Center will ensure All medications kept on site are current and not expired. | 8/11/2026 | |

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| 19 | 251.09(1)(d)<br>**Infant & Toddler - Assignment To Room & Caregiver**<br><br>Description: Each toddler was not cared for by a regularly assigned child care worker in a self-contained room when, in the 2s classroom that has children under two years of age, there were at least seven different caregivers on three days during the week of 7/20/26. | The center will ensure toddlers are cared for by regularly assigned caregivers in the appropriate self contained classroom. | 8/11/2026 | |
| 20 | 251.09(2)(a)<br>**Infant & Toddler - Responding To Crying Children**<br><br>Description: During the licensing visit on 7/23/26, a child in the 2s classroom began crying loudly. Although Staff D was occupied, Staff B was not occupied and failed to respond to the crying child. The child continued crying, and Staff D directed Staff B to respond to the crying child. | Staff will be remnided that children must be promptly attended to when crying or in distress. | 8/11/2026 | |
| 21 | 251.09(4)(a)5.<br>**Infant & Toddler - Soiled Diapers Disposal**<br><br>Description: During the licensing visit on 7/23/26, the garbage container for dirty diapers in the 2s classroom bathroom was missing its lid. When staff were asked about it, they found it and placed it loosely on top of the garbage container. However, the lid was not connected to the foot-pedal mechanism that opens the lid. | Diaper disposal container will be kept covered with a properly attached, foot operated lid at all times. Staff will check the container to make sure garbage cans are functioning properly. | 8/11/2026 | |

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**NAME** - Agency Worker
Amy Anderson

Date Issued
7/31/2026

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

Date Signed
8/13/2026