Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/21/2026		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 Montana Avenue	8000558368 / 020 - 1008687

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
2380 Montana Ave Sun Prairie WI 53590	608-837-0233	7/30/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: Child 1's follow-up health report was three months overdue and Child 2's follow-up health report was seven months overdue.	Child 1 has been notified to get this turned in by 8/21/26. Child 2 is on LOA until 9/17/26 but will complete upon return. All files will be checked monthly.	8/24/26	
2	251.05(2)(a)1. **Staff Record - Personal Information** Description: Required staff record form information was incomplete in staff files. Pages 2 and 3 of Staff A's form were left blank. Child care experience listed for Staff B was incorrect. Child care experience listed for Staff C was incomplete. None of the files reviewed included reasons for leaving previous positions in child care, as required.	All staff files have been gone through and updated with correct information and missing paperwork.	8/14/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
La Petite Academy Montana Avenue		8000558368 / 020 - 1008687		
Address - Facility (Street, City, State, Zip Code) 2380 Montana Ave Sun Prairie WI 53590		**Telephone Number** 608-837-0233	**Date - Regulation Visit** 7/30/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
3	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff B and Staff C did not have documentation of physical examinations in their files. Repeat violation: Previously cited on 1/12/2026	Staff B has a physical scheduled for 8/20/26. Staff C had a physical done on 7/14/26. Report is in file.	8/24/26	
4	251.05(2)(a)4.d. **Staff Record - Educational Qualifications** Description: Staff B and Staff C were working as lead teachers but neither had documentation in their files to show that they are qualified as lead teachers. Repeat violation: Previously cited on 7/2/2025	All supporting documents are now in files and completed.	8/14/26	
5	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Staff days and hours worked and in which classroom when counted in ratio was not maintained. On July 30 Staff D was signed in on the attendance sheet but not present in the Twos classroom. Review of records showed numerous times that other staff signed in but did not sign out of classrooms. Repeat violation: Previously cited on 1/12/2026, 9/30/2025, 5/29/2025	All staff have been retrained on signing in and out on sheets when entering and leaving a classroom.	8/14/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
La Petite Academy Montana Avenue		8000558368 / 020 - 1008687	
Address - Facility (Street, City, State, Zip Code) 2380 Montana Ave Sun Prairie WI 53590	**Telephone Number** 608-837-0233	**Date - Regulation Visit** 7/30/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6	251.05(2)(a)8. **Staff Record - Orientation** Description: Documentation of orientation was not in files for Staff B and Staff C, as required.	Staff B has completed their orientation list on 8/11/26. Staff C completed theirs on 8-12-26	8-12-26	
7	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Staff C's file did not have documentation of completion of abusive head trauma prevention training and the staff was providing care and supervision to children younger than 5-years-old during the visit. Repeat violation: Previously cited on 1/12/2026	Staff C is currently on LOA but will obtain upon arrival. All new hires will be trained before starting.	9/1/26	
8	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff A, Staff B and Staff C's files did not have documentation of completion of training in infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the department, which was due within 3 months after beginning to work with children in care.	Staff A completed on 02/2026 Staff B completed on 12/2025 Staff C completed on 07/2026 All files updated	8/12/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
La Petite Academy Montana Avenue		8000558368 / 020 - 1008687		
Address - Facility (Street, City, State, Zip Code) 2380 Montana Ave Sun Prairie WI 53590		**Telephone Number** 608-837-0233	**Date - Regulation Visit** 7/30/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
9	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Documentation of training on child abuse and neglect reporting requirements was not completed and placed in Staff B's file within one week after beginning work at the center, as required.	Staff B will have child abuse and neglect training completed. All new staff will complete before starting.	8-17-26	
10	251.055(2)(b) **Staff-To-Child Ratios - Minimum** Description: On July 30 the morning preschool group exceeded minimum ratio requirements for 40 consecutive minutes. During that time, at most Staff A was alone with 16 children for eight minutes. The group included two 2-year-olds, three 2.5-year-olds, three 3-year-olds, two 4-year-olds and six children age 5 or older. Staff A also cared for groups that required two staff in the preschool room on July 13 and 15 in the morning. Repeat violation: Previously cited on 1/12/2026, 8/18/2025, 7/18/2025, 5/29/2025	All ratios will be monitored closely and group sizes will be met.	8-17-26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
La Petite Academy Montana Avenue		8000558368 / 020 - 1008687	
Address - Facility (Street, City, State, Zip Code) 2380 Montana Ave Sun Prairie WI 53590	**Telephone Number** 608-837-0233	**Date - Regulation Visit** 7/30/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
11	251.06(10)(dm)1. **Washrooms - Sanitary Conditions** Description: All bathrooms typically used were in a very unsanitary condition. There were clearly visible layers of black grime in many toilet bowls and thick layers of dirt accumulating in corners, along edges of the bases of toilets and on baseboards. The large motor room toilet had partially evaporated water with dried toilet paper and feces attached in the bowl. A preschool toilet had urine on the seat. One adult bathroom had an old web with bugs and no toilet paper or paper towels. The second adult bathroom had paper scattered across the floor, a full trash can and a visibly dirty sink. Repeat violation: Previously cited on 9/30/2025, 7/2/2025	All bathrooms have been cleaned. Rooms are being cleaned along with center room and toys.	8-8-26	
12	251.06(2)(a) **Potential Source Of Harm On Premises** Description: The prekindergarten classroom had a TV on a portable media stand with multiple, long cords dangling from it within reach of children, causing a potential strangulation hazard. Repeat violation: Previously cited on 9/30/2025	Portable media stand and TV have been moved to a room not being used.	8-8-26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
La Petite Academy Montana Avenue		8000558368 / 020 - 1008687	
Address - Facility (Street, City, State, Zip Code) 2380 Montana Ave Sun Prairie WI 53590	**Telephone Number** 608-837-0233	**Date - Regulation Visit** 7/30/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
13	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: In multiple rooms and hallways, in corners, on and along baseboards there was visible, black grime. There were bits of dirt in corners and where shelves meet carpets. There were two large holes presenting tripping hazards in an area of the school age playground meant for running around. Sealant of equipment made of wood is degraded, causing the raw wood to be exposed and the surfaces are not able to be properly cleaned and disinfected, such as a preschool toy shelf, an infant changing table barrier and the prekindergarten handwashing sink. Repeat violation: Previously cited on 1/12/2026, 9/30/2025, 7/2/2025	Rooms and hallways are being cleaned and scrubbed to bring to standards. Work orders have been put in to have filled in. until completed cones have been placed over holes. work orders have been created to fix.	8/8/26 8/17/26 8/17/26	
14	251.06(2)(n) **Garbage Containers - Construction & Disposal Schedule** Description: Garbage was not stored in a rigid, covered, watertight, leak-proof container, as required. Behind the dumpster outside there was loose trash not stored in bags, such as food and drink garbage and weathered cardboard. There was also broken tricycles and degrading leaves collecting behind the dumpster. Repeat violation: Previously cited on 7/2/2025	Trash company has been asked to help keep lids closed after dumping. Tricycles have been thrown away and most garbage cleaned up. Will sweep leaves up.	8/17/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
La Petite Academy Montana Avenue		8000558368 / 020 - 1008687	
Address - Facility (Street, City, State, Zip Code) 2380 Montana Ave Sun Prairie WI 53590	**Telephone Number** 608-837-0233	**Date - Regulation Visit** 7/30/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
15	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: The center did not practice their fire evacuation plan monthly, and tornado drills monthly from April through October, as required.	Moving forward all drills will be completed monthly and scheduled on calendar.	8.17.26	
16	251.07(3)(a)2. **Indoor Equipment - Construction, Condition** Description: There was a plastic toy bin cover that was cracked with exposed plastic shards accessible to children in the preschool classroom and a broken laundry basket with sharp plastic edges accessible to children in the school age classroom. Repeat violation: Previously cited on 5/29/2025	Toy bin cover has been removed from classroom and toys monitored for broken pieces.	8.17.26	
17	251.07(3)(a)5. **Indoor Equipment - Intended Use** Description: Indoor equipment was not safe in the preschool room when a toy with small parts, sometimes called "connecting cubes", was not used according to manufacturer's instructions. There is a warning on the toy packaging that says "WARNING: CHOKING HAZARD - SMALL PARTS, NOT FOR CHILDREN UNDER 3 YEARS" but some children in the group were younger than 3-years-old.	Toys are monitored based on age appropriate. Younger ages will no longer be in older classrooms.	8/17/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
La Petite Academy Montana Avenue		8000558368 / 020 - 1008687	
Address - Facility (Street, City, State, Zip Code) 2380 Montana Ave Sun Prairie WI 53590	**Telephone Number** 608-837-0233	**Date - Regulation Visit** 7/30/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
18	251.07(3)(b)3. **Equipment - Quantity For Outdoors** Description: The center did not provide sufficient outdoor play equipment to allow each child at least 1 activity involving equipment on the school age playground when there were 12 children present with only the play structure, which included two slides, a climbing wall and monkey bars. There was also a basketball hoop but no balls were provided. No games or activities were being facilitated and the children were standing around with nothing to do.	We are buying more items for playground and ensuring activities are offered for them to do.	9/1/26	
19	251.07(3)(i) **Cleanliness Of Furnishings, Toys, Equipment** Description: Bathrooms used regularly by children in care were also used as storage for spare clean clothing and the stored items were not covered, causing the items to be soiled due to water droplets after flushing the toilets. Large motor room cylinder blocks were discolored from dirt. Multiple step stools accessible to children were visibly dirty with dirt accumulating in corners of stool legs. Repeat violation: Previously cited on 9/30/2025	Items stored in bathrooms will be in covered containers or stored elsewhere. Large motor room toys are being cleaned along with step stools.	8/17/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
La Petite Academy Montana Avenue		8000558368 / 020 - 1008687	
Address - Facility (Street, City, State, Zip Code) 2380 Montana Ave Sun Prairie WI 53590		**Telephone Number** 608-837-0233	**Date - Regulation Visit** 7/30/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
20	251.07(6)(dm)3.b. **Medical Log - Injury In Care** Description: There were Incident Report Forms found in the Infant 2 classroom for Child 3 (dated July 22, 2026) and Child 4 (dated July 29, 2026) that documented injuries that were not also written in the medical log book on the dates that the injuries occurred, as required.	New medical log books have been created. All staff have been trained and re-trained on how to complete medical logs.	8/10/26	
21	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: Admission information for 1.5-year-old Child 2 was not on file in the Infant 2 room where the child was being cared for during the licensing visit.	All Children 6wks-12yrs will have information in a binder that will be placed in each classroom	9/1/26	
22	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Child care workers did not document changes in Child 1's development and routines every three months based on discussion with the parent when documentation showed that the last update occurred in February of 2026, so the next one was due in May.	Intake Under 2's will be placed on Calendar for upcoming updates.	9/1/26	

NAME - Agency Worker
Cierrena Schoville

Date Issued
8/7/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Tanya L Turner

Date Signed
8/17/2026