Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/28/2026		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	9/25/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(m) **Health, Safety & Welfare Of Children** Description: During the licensing visit, Twos Room Staff A was unaware Child 1 had life-saving medications until the licensor mentioned it. Child 1 had a medical emergency at the center on 7/21/26 requiring the medication, which had been kept in another classroom. On 9/25/26 Staff A and Staff C thought Child 1's medications were in Toddler 2 where Child 1 was assigned, but the medications were not there. Staff D showed Staff C the medications were in the office. Staff C said the medications were not in the office the day before and thought Staff D had moved them from Toddler 2 without telling anyone. Repeat violation: Previously cited on 7/24/2026	Medication has been correctly stored and placed in the classroom w/the two children medication travels w/ child now when they travel outdoors or to another classroom	10/15/26	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Based on a review of the record of staff work hours for the Infant 2 classroom, Staff F's work hours were not accurate for 9/17/26. The record of staff work hours for that date show Staff F signed out at 11:48 am and signed back in again at 11:20 am. During the 9/25/26 licensing visit, Staff A, who had been working in the Infant 2 classroom that morning, did not sign out when they left the classroom to work in another room. Repeat violation: Previously cited on 7/24/2026, 6/19/2026, 2/27/2026	Face to Name procedures have been reviewed and checked	10/16/26	
3	251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description: During the licensing visit on 9/25/26, there was no qualified lead teacher working with a group of children in the Twos Classroom, as required. Staff A and Staff B were the only staff working in that room, and neither had documentation of being lead-qualified.	Staff B is completing additional classes to add to her Level 12 WI Registry to be lead Staff A has in the process of renewing his WI Registry w/transcripts w/ his bachelors degree.	10/7/26	
4	251.07(6)(f)1.a. **Medication Administration - Parent Authorization** Description: During the licensing visit on 9/25/26, the written authorization for Child 2's medication in the Twos classroom was missing the length of authorization. Repeat violation: Previously cited on 7/24/2026, 3/6/2025	paperwork has been checked and updated	10/15/26	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
5	251.07(6)(f)6. **Current Authorizations For Medications On Premises** Description: During the licensing visit on 9/25/26, two life-saving medications for Child 1 in the Twos classroom were missing written parental authorizations to administer the medications. Repeat violation: Previously cited on 7/24/2026	paperwork was given to parent to be completed and added to the medication bag	10/15/26	
6	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: During the licensing visit, staff in the Infant 2 classroom were not following the required two-step cleaning and sanitizing process of the diapering surface after each child is diapered. Staff E in the Infant 2 classroom said they only use soap and water to clean the diapering surface between diapering each child, and said they use a bleach solution on the diapering surface only after the last child is diapered. Repeat violation: Previously cited on 9/4/2025	Diaper changing procedures reviewed and observed	10/1/26	

NAME - Agency Worker
Amy Anderson

Date Issued
10/14/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Penny Tahtinen

Date Signed
10/16/26