

Date Correction Plan Due 5/10/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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.

Name - Certified Operator / Licensed Center Leap Academy		Provider Number / Facility ID Number 1000591581 / 001 - 2006780		
Address - Facility (Street, City, State, Zip Code) 290 Corporate Dr Madison WI 537142406		Telephone Number 608-204-5327	Date - Regulation Visit 4/23/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: Each child was not supervised by a child care worker within the sight and sound of the children when, on April 17, 2024, a two-year-old child was found in a classroom unsupervised.</p> <p>This incident was self-reported by the center.</p>	<p>• Each employee will be re-trained in name to face</p> <p>• Management will do checks with employees to ask how many children are in their care.</p>	5/15/24	

Leap Academy

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2	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center's child tracking procedure failed to ensure that the whereabouts of children in care were known to assigned child care workers when, on April 17, 2024, a two-year-old child was separated from her class for approximately five minutes.</p> <p>This incident was self-reported by the center.</p>	<p>Management will check name to face daily.</p> <p>Management will reach out to City of Madison to schedule active supervision training.</p>	5/15/24	

NAME - Agency Worker

Casey Allison

Date Issued

4/25/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Sarah Snyder

Date Signed

5/6/24