

Date Correction Plan Due 7/23/2025	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		Provider Number / Facility ID Number		
Leap Academy		1000 91581 / 001 - 2006780		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
290 Corporate Dr Madison WI 537142406		608-204-5327	6/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(p) Delegation Of Administrative Authority - Submitted, Current Description: The center's delegation of authority was not current when multiple staff listed on the delegation of authority were no longer employed at the center. In addition, during the monitoring visit, the center director was out for the day and the staff members on site were not sure who was in charge at the time. Several staff stated that Staff A was in charge at the time, while others stated that Staff E was in charge. Neither Staff A nor Staff E were aware that they were the designated person of authority on the premises.	Updated delegation of authority and posted in center. Reviewed with staff.	7/15/2025	

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2	251.04(3)(c) Report - Change In Administrator Or Center Director Description: The program failed to report a change in center director within 30 days when, based on staff interviews, the previous director left the program in December 2024 but this was not reported to the department. In addition, the previous director was still listed as the director in the provider portal at the time of the monitoring visit.	Updated Administrator in provider portal	7/11/2025	
3	251.04(3)(h) Report - Change In Room Usage Description: The program failed to report a change in room usage as required when, during the monitoring visit, the Kinder College A classroom was being used as a toddler classroom. This classroom was previously used as a classroom for 3-year-old children and was not approved for use by children under age 2 prior to the change.	Reported change in classroom during regulation visit	6/13/2025	

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4	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: The program did not maintain a current, accurate attendance record when, during the monitoring visit, the Kinder College B classroom had 10 children in attendance but only 9 children were signed in. The teacher in the classroom stated that the center uses an app to track children, and one child's information was not entered into the app. Therefore the child could not be signed in.</p> <p>In addition, the Little Harbor classroom had 13 children in attendance, but only 11 were signed in.</p> <p>Repeat violation: Previously cited on 2/6/2024</p>	<p>Retrain teachers on accurately signing in and transferring children to accurate classrooms on the ProCare App. Communicate with parents about the importance of signing their children into the ProCare App. Each classroom will have blank paper attendance forms in case app is not working.</p>	7/31/2025	
5	<p>251.05(2)(a) Staff Record - Maintenance & Availability</p> <p>Description: The staff files were not available to the department as required when, during the monitoring visit, the staff files were in a locked cabinet. No one on site had a key to the cabinet, resulting in the files being inaccessible to the department.</p>	<p>Designated a spot for extra filing cabinet key. Informed designated authority of where it is located.</p>	7/11/2025	
6	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: Staff B, D, E, J, and L were working as teachers during the visit without documentation of their educational qualifications for the role on file as required.</p>	<p>New hires are enrolled in coursework and are within their 90-day window. Awaiting Registry confirmation of sent documentation of Special Education BA for Staff D.</p>	8/15/2025	

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7	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Staff E, and I did not have documentation of completed training in Abusive Head Trauma prior to working with children under age 5 as required.</p>	AHT Training was moved to another platform and there was confusion on how to access this training. Staff members E and I have now completed training.	7/18/2025	
8	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A, B, H, and J did not have documentation of completed training in CPR within 30 days of beginning work at the center as required.</p>	CPR training was previously scheduled for 7/14/2025 for all employees, and now completed.	7/14/2025	
9	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff L did not have documentation of training on the prevention of child abuse and neglect on file as required. In addition, Staff A did not have documentation on file of a training completed within the prior 2 years when the most recent training was dated in November 2022.</p>	Staff member L printed completed certification for file. Staff member A completed renewal.	7/25/2025	

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10	<p>251.05(3)(e)4.d. Center Director / Large Center - Entry-Level Training</p> <p>Description: Staff K had not completed the required entry level training for a director of a large group center prior to assuming the position as required.</p>	Staff K has submitted all completed coursework to the Registry awaiting documentation approval.	8/15/2025	
11	<p>251.05(3)(g)1. Assistant Child Care Teacher - Supervision</p> <p>Description: During the monitoring visit, Staff B, E, J, and L, who are assistant child care teachers, were not working under the supervision of a child care teacher.</p>	Revised break schedule to ensure Lead teachers are in the room at all times.	7/11/2025	
12	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff I did not have documentation of a completed staff orientation on file within the first week of work at the center as required.</p>	Staff completed orientation but there was missing signed dates. Reviewed again with staff and resigned.	7/17/2025	

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13	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center's child tracking procedure failed when, on the day of the monitoring visit, a child could not be signed into the app that the center uses for child tracking. This resulted in the center being unable to accurately track all children in the classroom.</p> <p>Repeat violation: Previously cited on 4/23/2024</p>	Retrain teachers on accurately signing in and transferring children to accurate classrooms on the ProCare App. Each classroom will have blank paper attendance forms in case app is not working.	7/21/2025	
14	<p>251.055(2)(a) Group Size - Maximum</p> <p>Description: The center exceeded the maximum group size allowed for children under age 2 when, during the monitoring visit, 12 toddlers were in one class with 3 staff members.</p>	Retrained teachers on max group size.	7/14/2025	
15	<p>251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio</p> <p>Description: The center exceeded the allowed staff-to-child ratio for a mixed age group when, during the monitoring visit, the Kinder College B classroom had 4 children aged 2-and-a-half years and 6 children aged 3 years with one teacher. The ages of the children in the group required two teachers.</p>	Retrained teachers on mixed age grouping ratios.	7/28/2025	

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16	<p>251.06(9)(g)1.b. Meal Preparation Staff - Clothing, Hair Restraints</p> <p>Description: The meal preparation staff did not use a hair restraint such as a hat or hair net as required.</p>	<p>Staff members hair was pulled back into a ponytail, center purchased hair nets for cook.</p>	7/11/2025	
17	<p>251.07(2)(e)3. Prohibited Actions - Physical Restraint, Restriction, Enclosure</p> <p>Description: Children were restrained to restrict their movement when, during the monitoring visit, eight toddlers were observed secured in low chairs with empty trays attached. The children were not provided with any food, activities or toys. Several children were crying and twisting their bodies to try to get out of the chairs.</p>	<p>Staff were retrained on transitional activities to engage children prior to mealtime. Staff were retrained on response time for crying children.</p>	7/18/2025	
18	<p>251.07(3)(b)2. Equipment - Quantity For Indoors</p> <p>Description: There was not a sufficient quantity of play equipment in the Kinder College A classroom when, during the monitoring visit, most of the classroom toys were in buckets that were placed out of the children's reach.</p>	<p>Staff were retrained on rotation of equipment while sanitizing mouthed toys</p>	7/11/2025	

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19	<p>251.07(6)(i)1. Washing Child's Hands & Face</p> <p>Description: Children's hands were not washed as required when, during the monitoring visit, two children were observed being sent to play after their diaper changes without washing their hands.</p>	Staff were retrained on handwashing policy and procedures.	7/14/2025	
20	<p>251.07(6)(i)2. Adult Handwashing</p> <p>Description: Staff did not wash their hands as required when, during the monitoring visit, a staff member was observed changing diapers and did not wash their hands after each child's diaper change.</p>	Staff were retrained on handwashing policy and procedures.	7/14/2025	
21	<p>251.09(2)(a) Infant & Toddler - Responding To Crying Children</p> <p>Description: Child care workers did not respond promptly to a crying child's needs when, during the monitoring visit, multiple toddlers were observed crying in chairs and staff members did not tend to or respond to them.</p> <p>Staff members in the classroom were observed looking at an iPad, changing diapers, and walking around the classroom while the children cried.</p>	Staff were retrained on response time for crying children and the importance of tending to the immediate needs of the children including verbal comfort while completing other tasks for other children.	7/25/2025	

NAME - Agency Worker
Casey Allison

Date Issued
7/9/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

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22	251.09(2)(bm) Infant & Toddler - Sleep Position Description: Each child under one year of age was not placed to sleep on their back in a crib when, during the monitoring visit, an infant was observed sleeping on a boppy pillow on the floor for several minutes before the teacher moved the child to a crib.	Staff were retrained on safe sleep practices including placing children to sleep on their back and immediately moving sleeping children to their crib. All crib labels were updating acknowledging rolling children	8/15/2025
			Verification Date

Valerie Patterson 7/18/25