

Date Correction Plan Due 8/26/2026	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 Ywca Discovery Center		Provider Number / Facility ID Number 0000555770 / 002 - 1003766	
Address - Facility (Street, City, State, Zip Code) 1735 S Washington St Janesville WI 53546		Telephone Number 608-752-5445	Date - Regulation Visit 7/30/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff D did not have a Registry Certificate on file documenting that they have met the required educational qualifications for a teacher. Repeat violation: Previously cited on 4/3/2025	Staff has one week to submit required documentation	August 21st 2026

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2	251.055(1)(f) Child Tracking Procedure Description: The center did not successfully implement a procedure to ensure that the number, names, and whereabouts of the children in care are known to assigned child care workers at all times. While transitioning from the classroom to the playground, a 4-year-old child ran out of the building to an unfenced area without the assigned child care workers knowledge. Staff failed to conduct name-to-face verification prior to going outside.	All staff were reminded of name to face procedure and where and when to use it	immediate	
3	251.06(10)(g) Toilet Room Door Locks Description: Toilet room doors in the 3's classroom are capable of being locked and the opening device was not readily accessible to staff.	getting key made	immediate	
4	251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: Garbage was being stored in a bag in the hallway and not stored in a rigid, covered, container or disposed of as necessary.	garbage will be taken immediately	immediate	

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5	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Medication authorization form did not have administration instructions and a specified length of authorization. Blanket authorizations are prohibited.	Authorization form must be filled out prior to taking in medication	immediate
6	251.07(6)(f)1.b. Medication Administration - Containers & Labeling Description: Prescription medication in the 3's classroom was not labeled with the child's name, dosage and directions for administration.	To receive medication box	immediate

NAME - Agency Worker
Rebecca Brickson

Date Issued
8/12/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Ragie Thompson

8.13.26