

Date Correction Plan Due 9/1/2026	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 8/14/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(2)(c) Current, Accurate Information Description: During the investigation process, the program provided inaccurate information to the department. Statements made were contrary to video surveillance and written documentation.	<i>Will confirm statements prior to reporting.</i>	<i>Immediate</i>
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Center did not maintain current, accurate written record of the daily attendance when multiple children moved from one classroom to another without this accurately reflected on the attendance.	<i>Staff have been reminded to move children in CRM when they move classrooms.</i>	<i>Immediate</i>

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff B did not have a physical examination report on file.	Staff B was given 9/1/26 to retain an exam report on file	9/1/26	
4	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff A and Staff B did not have a Registry Certificate on file within six months of employment as required. Repeat violation: Previously cited on 7/30/2026, 4/3/2025	Staff A - no longer in classroom Staff B - received official transcripts + submitting to Registry	2-4 weeks	
5	251.055(1)(a) Supervision Of Children Description: Each child was not supervised by a child care worker within sight and sound to guide the children's behavior and activities, prevent harm, and ensure safety when a four-year-old child left the premises and ran towards the street. The child was unsupervised for less than 1 minute before being discovered by staff. This incident was self-reported by the center. Repeat violation: Previously cited on 7/7/2026	- chimes installed on door - stop sign on door to set boundaries - gate installed to deter children by the door - child is using headphones	Immediate	

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6	251.07(1)(d) Daily Routines Description: Intervals between routines were not planned and activities were not provided to keep children from waiting when a group of children were expected to sit on the carpet and wait for staff to finish cleaning tables.	A reminder given to staff that children must be given activities to do to later sitting.	Immediate	
7	251.07(2)(c)3. Time Out - Time Description: The time out period exceeded 3 minutes when a 5 year old child was isolated from the group for a 9 minute timeout in the hallway. In addition, in the two's room a staff member yelled at a child, "go, you have 6 minutes" as the staff member pointed to a chair for a time out.	Training was given on "time-outs" and staff signed off they understand & will follow the proper rules.	Immediate	
8	251.07(2)(c)5. Time Out - Not Removed From Classroom Description: A 5 year old child was removed from their regularly assigned classroom when a staff member physically grabbed the child and moved them out to the hallway for a 9 minute time out.	Staff actions were addressed, parents notified.	Immediate	

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9	251.07(2)(e)3. Prohibited Actions - Physical Restraint, Restriction, Enclosure Description: Staff A restricted a child's movement when they removed a child from the classroom. Staff A grabbed the child by one arm, as they lifted the child off their feet, and forcefully moved the child out of the classroom and to the hallway.	Staff A was addressed parents of child were notified.	Immediate
10	251.07(2)(e)5. Prohibited Actions - Cruel, Aversive, Frightening, Humiliating Actions Description: Staff A engaged in a prohibited action that may have been cruel, aversive, frightening or humiliating to a child when they yelled at the children in a harsh tone to sit down on the carpet and said to a child "Get on the carpet or you can have 9 minutes. It doesn't matter what you want, you earned them." Repeat violation: Previously cited on 11/13/2025	Staff A will attend Behavioral management training, along with Social / Emotional trainings. Staff A	3-6 months
11	251.07(6)(i)1. Washing Child's Hands & Face Description: Children's hands were not washed with soap and warm running water after diapering.	Staff was reminded of hand washing procedures.	Immediate

NAME - Agency Worker
Rebecca Brickson

Date Issued
8/18/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Annie Thompson

Date Signed

8.21.26