

<b>Date Correction Plan Due</b> 4/30/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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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.

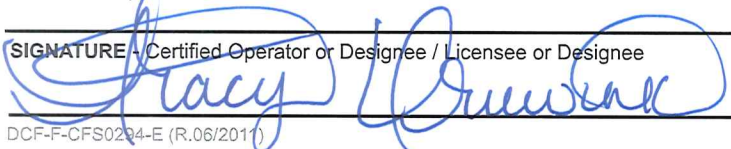
**Instructions:** The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each 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.

<b>Name - Certified Operator / Licensed Center</b> South Wood County Ymca Early Learning Center		<b>Provider Number / Facility ID Number</b> 2000558932 / 015 - 2005073		
<b>Address - Facility (Street, City, State, Zip Code)</b> 601 W Grand Ave Wisc Rapids WI 544952706		<b>Telephone Number</b> 715-818-9620	<b>Date - Regulation Visit</b> 4/4/2024	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Staff C, E, F, H, and Staff I do not have documentation of personal information on file.	All staff applications are in personal file in HR department. Copies will be placed in cc dept as well	4/10/2024	
2	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Documentation of physical examination is not on file for Staff C, D, E, F, G, H and I.	All staff will have physical forms in files @ time of employment or 30 days after hire	5/15/2024	

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3 251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b>  Description: Documentation of Educational Qualifications is not on file for Staff C and Staff H.	Correct forms & documentation will be properly filed & recorded on correct licensing forms.	4/15/2024		
4 251.05(2)(a)5. <b>Staff Record - High School Diploma</b>  Description: Documentation of a high school diploma or its equivalent are not on file for Staff T. (G)	Obtained & placed in staff file (G)	4/10/2024		
5 251.05(2)(a)7. <b>Staff Record - Continuing Education</b>  Description: Documentation of compliance with Continuing Education requirements is not on file for staff D, E, G, H, I and J.	Class has finished 4/9/2024 & certificates are in files. Training records are also in files on Registry	4/10/2024		
6 251.05(2)(a)8. <b>Staff Record - Orientation</b>  Description: Staff C, and Staff T do not have documentation of compliance with orientation requirements.	Orientations forms have been completed & will be done prior to initial start date	4/10/2024		

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7	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Documentation of current CPR training is not on file for Staff I.	Could not find current certificate has been scheduled for updated class.	5/17/2024	
8	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Documentation of current Child Abuse and Neglect training is not on file for Staff C, Staff D and Staff I.  Repeat violation: Previously cited on 12/19/2023	New insurance requirements are regulating a yearly training. We have implemented an April anniversary date for this.	4/19/2024	
9	251.06(3)(b)2. <b>Emergencies - Practice Written Plans</b>  Description: Documentation of monthly fire and tornado drills was not present for all classrooms. Staff indicated each classroom conducts their own tornado and fire drills, thus requiring each classroom to document their own drills.	We are changing the policy to all classrooms @ each site do fire & tornado drills the 2nd Tuesday of each month & document accordingly.	4/10/2024	
10	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: A parent authorization for medication was not on file for a child's epi-pen.  Repeat violation: Previously cited on 12/19/2023	→ form filled out & signed by parent every year. Current one on file.	4/11/2024	

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11 251.09(1)(c) Infant & Toddler - Documenting Changes In Development  Description: Documentation of changes in development was not on file for several children in Toddler 1.  Repeat violation: Previously cited on 6/9/2022	All updated reviews for paperwork will be done as required by licensing. All paperwork is current	4/11/2024	

NAME - Agency Worker Tiisha Harrell, Dezarae Wierzba	Date Issued 4/9/2024
SIGNATURE - Certified Operator or Designee / Licensee or Designee 	Date Signed 4/11/2024