Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/23/2026		715-361-7700

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
South Wood County Ymca Early Learning Center	2000558932 / 015 - 2005073

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
601 W Grand Ave Wisc Rapids WI 544952706	715-818-9620	9/30/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: Child 4 did not have an emergency contact listed.	We will help parents to complete all the childs paperwork upon registration.	10.12.2026	
2	251.04(6)(a)2. **Child Record - Emergency Medical Consent** Description: Child 4 did not have consent for emergency medical treatment.	We will double check paperwork @ time of registration for all open lines	10.12.2026	

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3	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: Child 8 and Child 10 did not have documentation of a recent health examination on file.	We will help parents to track when their child needs updated health reports	10.12.2026	
4	251.04(6)(a)8.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Child 1 and Child 2 did not have documentation of a recent health examination on file.	Parents have been given new forms again to fill out.	10.12.2026	
5	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: At the time of the visit, the Toddler 2 classroom had 9 children; however, there were only 8 children signed in on the attendance roster.	Spoke to all teachers to make sure all children are signed in and out @ time of arrival + departure	10.12.2026	
6	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: A staff member in the infant classroom was not signed in.	Spoke to all staff about being sure they sign in + out on forms 3 UKG	10.12.2026	

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7	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: There was no documentation of practiced fire drills for July and August 2026 and tornado drills for April through August 2026. Repeat violation: Previously cited on 4/10/2026	All fire & tornado drills will be documented @ time of drill each month	10.12.2026	
8	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Child care staff are not documenting changes in child development every three months. Repeat violation: Previously cited on 4/10/2026	Again all staff have been given a review on how to update paperwork & will do so accordingly	10.12.2026	
9	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Prepared bottles in the infant classroom were not labeled with the child's name and the date.	All prepared bottles will reflect name & date @ all times	10.12.2026	

NAME - Agency Worker
Amanda Foley

Date Issued
10/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10.12.26