

Date Correction Plan Due 11/28/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 920-785-7811
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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 Ymca School Age - Franklin		Provider Number / Facility ID Number 2000559672 / 016 - 1011720		
Address - Facility (Street, City, State, Zip Code) 1401 W 5Th St Oshkosh WI 54902		Telephone Number 920-230-8961	Date - Regulation Visit 11/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: two children #3 and #6 did not have their emergency contact listed on their enrollment form - see checklist.  Repeat violation: Previously cited on 11/30/2023	spoke with parents to get that updated	12/31/2025	
2	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: five out of 8 children did not have their immunization history in their electronic record - see checklist.	spoke with parents to get that updated	12/31/2025	

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3 251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: One staff member #B, did not have a physical in her file after 30 days of employment - see checklist.  Repeat violation: Previously cited on 11/19/2024	had staff go in <del>and</del> and complete	12/31/2025	
4 251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b>  Description: one staff member #B, did not have her educational qualifications in her file after 6 months of employment - see checklist.  Repeat violation: Previously cited on 4/15/2025, 5/23/2024	gave workbook/ got transcripts	12/31/2025	
5 251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Five employees, #A, B, E, F and G did not have documentation of a current CPR certification in their file - see checklist.  Repeat violation: Previously cited on 4/15/2025	had staff sign up for CPR classes	12/31/2025	

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6 251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Five employees, #A,C,D,F, and G did not have documentation of Child abuse and neglect training biennially in their files - see checklist.	had staff sign child abuse free	12/31/2025	
7 251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b>  Description: There was no qualified child care teachers at the facility on 11/13/25. Both staff members at the center were assistant teacher qualified.	moved staff around to have lead there	12/31/2025	
8 251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: The medical logbook was not reviewed once every 6 months. Last reviewed on 11/2/24.  Repeat violation: Previously cited on 11/30/2023	went and reviewed it	12/31/2025	

NAME - Agency Worker  
Jill Kellner

Date Issued  
11/14/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed