

Date Correction Plan Due 3/26/2026	<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 202.085, 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> Ymca School Age - Oakwood		<b>Provider Number / Facility ID Number</b> 2000559672 / 006 - 420169		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1225 N Oakwood Rd Oshkosh WI 54904		<b>Telephone Number</b> 920-230-8961	<b>Date - Regulation Visit</b> 1/7/2026	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: Based on record review on 1/7/26 according to the Child Record Checklist Child 2 and Child 3 failed to have immunizations on file.	Families were reached out to about updating child profile	06/01/2026	
2	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Based on record review on 1/7/26 according to the Staff Record Checklist Staff Member E and F failed to have a staff record form on file.	Staff record was completed and placed at site.	06/01/2026	

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3	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Based on record review on 1/7/26 according to the Staff Record Checklist Staff Member A, B, C, and E failed to have a health report on file.  Repeat violation: Previously cited on 9/22/2025	Staff have called to schedule appointment	06/10/2026	
4	251.05(2)(a)4.b. <b>Staff Record - Registry Certificate - School Age Programs</b>  Description: Based on record review according to the Staff Record Checklist Staff Member A failed to have a Registry Certificate on file.	Registry has been updated to start getting certificate	06/01/2026	
5	251.05(2)(a)8. <b>Staff Record - Orientation</b>  Description: Based on record review on 1/7/26 according to the Staff Record Checklist Staff Member D, E and F failed to have orientation on file.	Orientation check list was completed and placed on site.	06/01/2026	
6	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Based on record review on 1/7/26 according to the Staff Record Checklist Staff Member B, C, D, E, and F failed to have CPR on file.	Staff have <del>been</del> been asked to register for a class to have completed	06/01/2026	

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7	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Based on record review on 1/7/26 according to the Staff Record Checklist Staff Member G failed to have biennial child abuse and neglect on file.	child abuse form was sent to site	06/01/2026	
8	251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b>  Description: Based on record review on 1/7/26 according to the Staff Record Checklist Staff Member E and F failed to have qualifications on file.  Repeat violation: Previously cited on 9/22/2025	transcripts were sent to site	06/01/2026	
9	251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b>  Description: Based on record review on 1/7/26 according to the Staff Record Checklist Staff Member G and H failed to have continuing educations on file for 2025.  Repeat violation: Previously cited on 9/22/2025, 1/16/2025	Continuing ed forms were updated and placed at site.	06/01/2026	

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10	251.06(3)(b)2. <b>Emergencies - Practice Written Plans</b>  Description: Based on observation on 1/6/26 the center failed to practice emergency plans and drills monthly. The center failed to conduct a fire drill in the month of December 2025.	emergency drills/plans sheet was updated and staff were reminded	06/01/2026
11	251.07(5)(b)5. <b>Eating Surfaces - Cleaned, Sanitized</b>  Description: Based on observation the tables failed to be washed with soap and water, then failed to be sanitized after meals. The tables were wiped with a dry cloth.	Staff were reminded and will clean tables before and after snack	06/01/2026

NAME - Agency Worker  
Cassandra Debauche

Date Issued  
3/12/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

*Cassandra Debauche*

03/25/2026

*(Signature)*

03/25/2026