

Date Correction Plan Due 5/1/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	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 4/16/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) Staff Record - Maintenance & Availability Description: On 4/16/26, staff member C did not have a file at the facility. Repeat violation: Previously cited on 4/15/2025, 11/19/2024	Staff file has been placed at site.	06/01/2026	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: On 4/16/26, staff member B did not have a health report in the file after 30 days of employment. Repeat violation: Previously cited on 11/13/2025, 11/19/2024	Staff has scheduled physical.	06/01/2026	

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3	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: On 4/16/26, staff member B did not have educational qualifications in her file after 6 months of employment. Repeat violation: Previously cited on 11/13/2025, 4/15/2025, 5/23/2024	Will ask staff for updated transcripts.	06/01/2026	
4	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: On 4/16/26, staff member A and B did not have documentation of current CPR training in the file. Repeat violation: Previously cited on 11/13/2025, 4/15/2025	Staff have been informed to sign up/taken a CPR class by the end of the month.	06/01/2026	
5	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: on 4/16/26, staff member A did not have documentation of current mandated reporter training in the file. Repeat violation: Previously cited on 11/13/2025	Mandated Reporter training was sent to staff for them to complete.	06/01/2026	
6	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: On 4/26/26, staff member B did not have their educational qualifications in their file after 6 months of employment. Repeat violation: Previously cited on 4/15/2025	Will ask staff for updated transcripts.	06/01/2026	

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7	251.05(4)(c)9. Continuing Education - Documentation Of 12 Month Period Description: On 4/16/26, staff member A did not have documentation of continuing education in the file. Repeat violation: Previously cited on 4/15/2025	Continuing ed has been updated and sent to site.	06/01/2026	
8	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: On 4/16/26, there was no qualified child care teachers at the facility. One staff did not have a file to show qualifications and the other one the qualifications were not present in the file. Both staff are identified as assistants in the portal, but are it was not verified by the registry. Repeat violation: Previously cited on 11/13/2025	Will move staff around to have a lead staff present during morning care.	06/01/2026	

NAME - Agency Worker
Jessica Farah

Date Issued
4/17/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Claire Kortbein *Christina Seefeld*

Date Signed

05/01/2026