

Date Correction Plan Due 5/5/2026	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		Provider Number / Facility ID Number	
Ymca School Age - Carl Traeger		2000559672 / 010 - 420763	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
3000 W 20Th Ave Oshkosh WI 54904		920-230-8961	4/22/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: The most current monitoring results from 9/10/25, were not posted for parents to see.	<i>Sent to site to be posted</i>	<i>05/11/2026</i>
2	251.04(6)(a)6m. Child Record - Immunization History Description: Two children #7 & 8 were missing their immunization history in their files - see checklist.	<i>Parents were contacted to update immunizations</i>	<i>05/01/2026</i>

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3 251.05(2)(a) Staff Record - Maintenance & Availability Description: Two staff members, #H & I, did not have files at the facility and they were working with children at the time of the visit.	Staff files were sent to site	06/01/2026	
4 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Five staff members, #B, C, D, E and G did not have a physical in their file after 30 days of employment - see checklist. Repeat violation: Previously cited on 9/10/2025, 10/7/2024	Staff have been informed to get physicals scheduled	06/01/2026	
5 251.05(2)(a)4.b. Staff Record - Registry Certificate - School Age Programs Description: Two child care teachers, #D and F did not have their registry certificates in their files - see checklist. Repeat violation: Previously cited on 9/10/2025	registry has been updated to receive certificates	06/01/2026	
6 251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Six staff members, A, B, C,D,E and G did not have their educational qualifications in their file after 6 months of employment - see checklist.	staff have been asked for transcripts	06/01/2026	

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7	251.05(2)(a)5. Staff Record - High School Diploma Description: One staff member #D, did not have her high school diploma in her file - see checklist.	Staff was asked for their diploma	06/01/2026	
8	251.05(2)(a)8. Staff Record - Orientation Description: Two staff members, #H & I did not have an orientation in their file after the first week of hire - see checklist.	Staff orientation was completed/ placed on site	06/01/2026	
9	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: seven staff members, #B, C, D, E, F, G and J did not have a CPR certificate in their file after 3 months of hire - see checklist. Repeat violation: Previously cited on 9/10/2025, 10/7/2024	Staff have been given instructions on how to sign up for CPR	06/01/2026	
10	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Three staff members #E, G, & J did not have child abuse and neglect training documentation in their file that was current - there expired in 2025. Repeat violation: Previously cited on 9/10/2025, 10/7/2024	child abuse form was sent to site	06/01/2026	

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11	251.05(4)(c)9. Continuing Education - Documentation Of 12 Month Period Description: Three staff members #F, G and J did not have their continuing education from 2025 in their files - see checklist.	Updated continuing ed was sent to site	06/01/2026	
12	251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: The March menu did not have the required USDA food amounts listed - they had milk/water only listed for 3/4, 3/18, 3/19, and 3/20/26 2/26/26 had popcorn listed and that is not a credible snack item. Repeat violation: Previously cited on 9/10/2025	menu was updated to meet requirements	06/01/2026	
13	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical logbook was last reviewed on 5/17/25. This needs to be done every 6 months. Repeat violation: Previously cited on 10/7/2024	med log was reviewed as of 05/12/2026 and will be moving forward	05/12/2026	

NAME - Agency Worker
Jill Kellner

Date Issued
4/28/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jill Kellner

Date Signed

05/05/2026