

<b>Date Correction Plan Due</b> 5/20/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<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> 5/5/2026	
	<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)1. <b>Child Record - Enrollment Information</b>  Description: Two children #7 & 8, did not have their emergency contact listed on their enrollment forms - see checklist.	Spoke with parents about getting that information updated.	09/01/2026	
2	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: Two children #1 & #6, did not have their immunization history in their files - see checklist.  Repeat violation: Previously cited on 1/7/2026	Spoke with parents about getting that information updated.	09/01/2026	

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3	251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b>  Description: Two staff members #G &H did not have files at the facility - see checklist.	Files have been placed at site.	06/01/2026	
4	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Three staff members #A, D, And F did not have a physical in their file after 30 days of employment - see checklist.  Repeat violation: Previously cited on 1/7/2026, 9/22/2025	Staff have been asked to set up an appointment or asked to complete form	06/01/2026	
5	251.05(2)(a)4.b. <b>Staff Record - Registry Certificate - School Age Programs</b>  Description: One staff member #D, did not have a registry certificate in her file - see checklist.  Repeat violation: Previously cited on 1/7/2026	Staff has been set up with the registry	06/01/2026	
6	251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b>  Description: One staff member #F, did not have their educational qualifications in their file - see checklist.	Staff were asked to sent over transcripts	06/01/2026	

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7	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: three staff members #B,C,E and F did not have a current CPR certificate in their files - see checklist.  Repeat violation: Previously cited on 1/7/2026	Staff have been asked to schedule CPR class or send over their certification	06/01/2026	
8	251.05(3)(f)3. <b>Child Care Teacher - Entry-Level Training</b>  Description: Two staff members #D & F did not have their assistant teacher qualifications after 6 months of hire - see checklist.	Assistant Books were handed out or updated qualifications were placed at site	06/01/2026	
9	251.05(4)(c)9. <b>Continuing Education - Documentation Of 12 Month Period</b>  Description: One staff member #C, did not complete 15 hours of continuing education documented for 2025.	Staff has set up more hours of continuing education	06/01/2026	
10	251.06(3)(a) <b>Emergencies - Written Plans</b>  Description: an emergency evacuation route was not posted in the facility.	Evacuation plan was updated and sent over to be placed on board	06/01/2026	

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11	251.07(5)(a)5.b. <b>Menus - Plan</b>  Description: Their was nothing listed on 3/20/26 for a food item 5/5/26 menu did not match what was given - mini pull apart rolls were served and the menu stated kettle chips	Staff were reminded to be following snack menu or updating it if they need to move meals around	06/01/2026	

**NAME** - Agency Worker  
Jill Kellner

Date Issued  
5/6/2026

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee  
Claire Kortbein

Date Signed  
05/20/2026