Date Correction Plan Due 11/9/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	**TO FILE A COMPLAINT CALL** 920-785-7811

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 - Franklin	2000559672 / 016 - 1011720

Address - Facility (Street, City, State, Zip Code)	**Telephone Number**	**Date - Regulation Visit**
1401 W 5Th St Oshkosh WI 54902	920-230-8961	10/12/2026

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.04(3)(i) **Report - Unknown Whereabouts Or Left Premise** Description: Based on investigation, the whereabouts of an eight year old child was unknown to child care workers on October 7, 2026 for about two minutes. The center failed to report this incident to the Department within 24 hours.	Have spoken to staff about having more consistant head counts. Staff will also notify supervisors right away.	10/28/26	
2	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: Based on an investigation it was determined that on May 12, 2026, attendance record for children were not accurate and children were logged in when the application started working. Actual time of arrival was not recorded.	Reminded staff to check kids in right when they attend program	10/28/26	

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3	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Based on an investigation it was determined that on May 12, 2026, documentation of days and hours worked for child care staff was not available for review.	Staff are reminded to clock in and out of their shifts.	10/28/26	
4	251.055(1)(a) **Supervision Of Children** Description: Based on investigation, a six year old child was out of sight and sound supervision when child care workers allowed them to go use the restroom down the hall by themself on October 7, 2026.	Reminded staff that staff must be supervising children in the restroom.	10/28/26	
5	251.095(2m)(b) **School-Age Care - Supervision Of Children Age 7 And Older** Description: Based on an investigation it was determined that on October 7, 2026, child care workers did not know the whereabouts of an eight year old child when they left the classroom and was found about two minutes later by a child care worker.	Reminded staff to be doing head counts.	10/28/26	

NAME - Agency Worker
Dao Xiong

Date Issued
10/26/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10/28/26