Date Correction Plan Due 1/21/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	**TO FILE A COMPLAINT CALL** 715-930-1148

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 - Mound View Sacc		5000556395 / 033 - 2008641	
Address - Facility (Street, City, State, Zip Code) 455 University St Elk Mound WI 547399556	**Telephone Number** 715-861-2345	**Date - Regulation Visit** 12/16/2025	

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: On 12/15/25, the attendance was not current and accurate when none of the actual times of arrival and departure for each child were recorded, as required. It was observed on 12/16/25, that staff had written a list of the names of the children who attended program on 12/15/25, when staff were unable to log into the center's iPad. Center management confirmed that attendance had not been recorded for 12/15/25.	The Center iPad is now connected properly to the school's wifi and staff have been trained to enter in and out times if using a paper sign in.	12/19/2025	
2	251.05(2)(a) **Staff Record - Maintenance & Availability** Description: Emergency contact information for one staff person could not be located at the child care site, as required by the approved request for exception.	All staff have emergency contact information available at each site.	1/3/2026	

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3	251.055(1)(a) **Supervision Of Children** Description: On 12/16/25, each child was not supervised by a child care worker who is within the sight and sound of the children to guide the children's behavior and activities, prevent harm, and ensure safety when a six-year-old child had left the cafeteria without staff's knowledge. Upon realizing the child had left, the staff then left the group of children in the cafeteria while he went to find the six-year-old who was in a nearby hallway and had him return to the cafeteria.	All children remain within sight and sound by center staff at all times during care hours and have been trained on this topic on 1/7/2026.	1/7/2026	
4	251.07(5)(b)5. **Eating Surfaces - Cleaned, Sanitized** Description: Staff stated he had forgotten to wash and sanitize the table before children were provided snack. Repeat violation: Previously cited on 10/28/2025	Staff wash and sanitize tables before providing snack to children. Staff have been trained on the topic on 1/7/26 and at each monthly meeting.	1/7/2026	
5	251.094(3)(a) **School-Age Director - Responsibilities** Description: The school-age director did not ensure the implementation of the program. On 12/16/25, onsite staff were not aware of and were not ensuring children had daily outdoor time consistent with YMCA policies, except during inclement weather. In addition, the scheduled staff onsite did not have the appropriate training for the position they held.	Outdoor time occurs during care hours implemented by program director unless inclement weather. Staff have been trained that daily outdoor time will occur.	1/15/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
April Callihan

Date Issued
1/7/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
1.15.26