Date Correction Plan Due 8/20/2026	**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 - Oaklawn Sacc	5000556395 / 034 - 2008675

Address - Facility (Street, City, State, Zip Code)	**Telephone Number**	**Date - Regulation Visit**
500 21St St SE Menomonie WI 547512274	715-861-2345	7/22/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) **Staff Record - Maintenance & Availability** Description: Emergency contact information for staff working onsite was not available for review, as required by the approved request for exception to maintain staff files offsite. Repeat violation: Previously cited on 12/17/2025	Put all Staff emergency information on site.	09/03/26	
2	251.06(2)(m) **Cleaning Aids - Equipment** Description: The microfiber towels used to clean and then sanitize the tables where children eat were not clean. Staff reported the same two towels were used all week without being laundered between uses.	Remove microfiber towels and only use paper towels. Paper towels are to be disposed after use.	09/03/26	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date** / **Verification Date**
3	251.06(4)(b) **Fire Extinguishers - Staff Use** Description: According to staff interviews, neither staff member on-site had been instructed in and knowledgeable about the use of fire extinguishers.	Train staff on proper use of fire extinguishers.	09/03/26
4	251.07(5)(a)5.a. **Menus - Post** Description: A menu of meals and snacks provided by the center was not posted in a conspicuous place accessible to parents.	Post menus in site space and have them visible	09/03/26

NAME - Agency Worker
April Callihan

Date Issued
8/6/2026 9/4/26

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed