

Date Correction Plan Due 10/20/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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 Ymca Camp St. Croix - Day Croix		Provider Number / Facility ID Number 5000557245 / 005 - 540003	
Address - Facility (Street, City, State, Zip Code) 532 County Road F Hudson WI 54016		Telephone Number 612-461-9694	Date - Regulation Visit 7/14/2023
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date
1	252.09(2)(a) Permission - Purpose Of Transport Description: There was not documentation of the parent's permission for center provided transportation, nor the purpose of the transportation for child record # 2.	-updated form file	8/20/23
2	252.41(1)(k) License Posted & Visible Description: License was not posted at the base camp in an area visible to parents and the public.	-hung license	7/17/23

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3	252.41(1)(L)1.a. Monitoring Results Posted Description: The current licensing statement of compliance or noncompliance with correction plan was not posted next to the day camp license, thus not visible to parents and the public.	posted & filed	7/14/23 Fall 2023	
4	252.41(1)(p) Delegation Of Administrative Authority Description: The camp did not have a current delegation of administrative authority on file with the Department. This document shall be signed and identify by position or name those persons that will be on the premises and in charge of the camp for all hours of operation.	updated & filed at camp, submitted	7/17/23	
5	252.41(2)(L) Report - Construction Or Remodeling Description: An amphitheater was observed to be under construction at the time of visit. This new construction was not reported to the Department as required by rule.	-submitted to state via email & phone call (10/10)	Fall, upon completion	

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6 252.41(2)(r) Report - Changes In Activities	Description: At the time of the monitoring visit, a group of children under the licensed care of the camp was observed to be engaged in boating activities. The camp did not make the required report to the Department of changes in activities, including, but not limited to, boating activities.	-adjust ages for water activities -filled out form for current summer	7/14/23 Spring 2024 7/17/23	
7 252.41(4)(a)1.a. Child Record - Enrollment Information	Description: Child records # 1, 4, 5, 6, 7, and 8, were missing the name, address and telephone number of physician or medical facility caring for the child. Repeat violation: Previously cited on 8/5/2022	-collected info.	7/17/23	
8 252.41(4)(a)2. Child Record - Emergency Medical Consent	Description: Child records # 1, 2, 4, 5, and 6, were missing written consent from the child's parent for emergency medical treatment.	-collected info	7/17/23	

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9	252.41(4)(a)6. Child Record - Health History Description: Child records # 1, 4, 5, 6, and 7, were missing Health History and Emergency Care Plan forms (or form content information) which is required to be on file prior to the child's first day of attendance.	-collected info	7/17/23
10	252.41(4)(a)6m. Child Record - Immunization History Description: The center did not maintain a record of immunizations for child # 1, 4, and 5, to document compliance with s. 252.04 Stats., and ch. DCF 144.	-collected info	7/17/23
11	252.41(5)(e) Copy Of Rules Posted Description: A copy of Department rules, DCF 252 - Licensing Rules for Day Camps for Children, was not observed to be posted or made available in an area of the camp where parents are likely to see it.	-added to summer office, available as requested	7/17/23
12	252.41(5)(f) Copy Of Policies Available Description: A copy of camp policies was not observed to be available to the parents in an area of the camp accessible to parents.	-posted & online	7/17/23

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13 252.42(1)(a)1. Staff File - Personal Information Description: Section B - Employee (to be completed by licensee) section of the staff record form was not completed for staff members B, C, D, and E. Repeat violation: Previously cited on 1/24/2023, 8/5/2022	- updated & collected - forms filled out by director	thru summer 2023	
14 252.42(1)(a)2. Staff File - Training & Certifications Description: Staff members A, B, C, D, E, and F did not have the required documentation of pertinent certification and/or training required for the position, including department-approved training in abusive head trauma, at the time of inspection.	- updated & collected	7/17/23 9/11/23	
15 252.42(1)(a)5. Staff File - Days & Hours Worked Description: Staff member F did not have the required documentation of the days and hours worked when the person was included in the counselor-to-child ratio in the staff file at time of inspection.	- updated & filed w info	7/17/23	

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16	252.42(1)(a)6. Staff File - High School Diploma Or Equivalent Description: Staff member E did not have required documentation of a high school diploma or its equivalent in the staff file at time of inspection. Repeat violation: Previously cited on 8/5/2022	- updated & filed	7/17/23
17	252.42(3)(e) Cardiopulmonary Resuscitation Training Description: Staff member A did not have a current certificate of completion for child and adult cardiopulmonary resuscitation in the staff file at time of inspection. Repeat violation: Previously cited on 8/5/2022, 8/19/2021	- updated & filed	7/17/23
18	252.43(1)(i) Garbage Containers, Storage, & Disposal Description: A garbage can was observed not having a tight-fitting cover near the garden area of the camp.	- fixed w/ new can lid	7/17/23

NAME - Agency Worker
Matthew Peterson, April Callihan

Date Issued
10/6/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
11/14/23