

Date Correction Plan Due 4/10/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Door County Ymca Kids Club		4000583944 / 012 - 2005847		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
1900 Michigan St Sturgeon Bay WI 542353706		920-818-0796	3/25/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement Description: One child did not have an alternate release form filled out - see checklist.	<i>Forms have been sent home to be finished by Friday</i>	<i>4/4/25</i>	
2	251.04(6)(a)6m. Child Record - Immunization History Description: One child did not have their immunization history in their file - see checklist.	<i>Forms have been sent home to be finished by Friday</i>	<i>4/4/25</i>	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
3	251.04(6)(a)8.c. Child Record - Physical Exam - 5 And Older Description: two children did not have a current (Once every 2 years) physical in their files - see checklist.	Forms have been sent home to be returned by Friday	4/4/25
4	251.05(2)(a) Staff Record - Maintenance & Availability Description: three staff members did not have staff record forms in their files - see checklist.	Form have been sent home to be returned by next Friday	4/11/25
5	251.05(2)(a)3.a. Staff Record - Physical Examination Description: two staff members did not have their physical in their file after 30 days of employment - see checklist.	Forms have been sent home to be returned by next Friday	4/11/25

NAME - Agency Worker
Jill Kellner

Date Issued
3/27/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jill Kellner
Date Signed
3/23/25