

Date Correction Plan Due 10/30/2024	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 Man-Tr Ymca - Riverview		Provider Number / Facility ID Number 3000558593 / 008 - 1005531		
Address - Facility (Street, City, State, Zip Code) 4400 Michigan Ave Manitowoc WI 54220		Telephone Number 920-482-1515	Date - Regulation Visit 10/14/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) Child Record - Maintenance & Availability Description: Out of 8 children records checked, all 8 of the children files were missing their physician information on the forms - see checklist.	An email was sent to parents requesting this information & responses are printed & added to the files.	11/30/24	
2	251.05(2)(a) Staff Record - Maintenance & Availability Description: There were no staff files at the facility.	The exception request was submitted and approved.	10/25/24	

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3 251.05(2)(a)1. Staff Record - Personal Information Description: Both staff A and B did not have their emergency information at the facility - see checklist.	Emergency information was added to the school.	10/25/24.	
4 251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff member A did not have her registry certificate in her file - see checklist.	Staff member A has been added to the Registry	10/22/24	
5 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff B did not have a current (once every 2 years) child abuse and neglect training in her file - see checklist.	Staff B will complete training upon return from vacation	11/15/24	
6 251.06(2)(f) Telephones & Emergency Phone Numbers Description: There were no emergency phone numbers posted at the center.	Emergency numbers were added to the school.	10/25/24	

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7 251.07(1)(d) Daily Routines Description: There was no daily schedule posted at the facility	A daily schedule has been posted at the school.	10/30/24		
8 251.07(3)(h) Personal Storage Space Description: There was no personal storage space for belongings for the children at the facility.	Laundry baskets were ordered, labeled, & placed at the school for personal storage space.	10/28/24		
9 251.07(6)(c)3. Ill Child - Equipment Description: The facility did not have a mat for sick children. Repeat violation: Previously cited on 2/9/2024	A foldable mat was ordered & will be added to the facility.	11/8/24		

NAME - Agency Worker
Jill Kellner, Clint Smith

Date Issued
10/16/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Kate M. Smith

Date Signed

10/29/24