

<b>Date Correction Plan Due</b> 11/14/2023	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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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.

<b>Name - Certified Operator / Licensed Center</b> Marshfield Area Ymca Child Care Center		<b>Provider Number / Facility ID Number</b> 4000 57914 / 017 - 2004173		
<b>Address - Facility (Street, City, State, Zip Code)</b> 410 W Mcmillan St Marshfield WI 544496015		<b>Telephone Number</b> 715-387-4900	<b>Date - Regulation Visit</b> 10/24/2023	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Staff health reports were not on file for five staff. Staff H's health report was not dated.	All staff will be given health reports upon hire. Files will be reviewed 30 days after hire for completion.	2/4/2024	
2	251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b>  Description: Staff L did not have a Registry certificate on file indicating they are qualified as a child care teacher.	Director will review all continuing education certificates and update Registry if needed.	12/1/2024	

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3	251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b>  Description: Documentation of completion of the DPI-approved assistant child care worker course was not on file for Staff G, who is not 18 years of age.	Any staff hired under the age of 18 years of age will be given time to complete required assistant child care course and not counted into ratio.	1/11/2024	
4	251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b>  Description: Documentation of completion of abusive head trauma training prior to beginning work with children is not on file for Staff G.	Staff will not start working with children until documentation is provided and then indicated on staff orientation checklist	1/11/2024	
5	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff D and I do not have documentation on file of completion of biennial child abuse and neglect training.	YMCA staff wide policy starting 2024 will make Child Abuse and Neglect mandatory yearly for all staff. YMCA HR will document along with director upon completion.	2/1/2024	

NAME - Agency Worker  
Kelly Iverson, Tiisha Harrell

SIGNATURE - Certified Operator or Designee / Licensee or Designee  
10/31/2023

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DCF-F-CFS0294-E (R.06/2011)



Date Signed

11-14-23

Date Issued NAME - Agency Worker  
10/31/2023 Kelly Iverson, Tiisha Harrell  
Date Signed Date Issued