

Date Correction Plan Due 11/20/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Mukwonago Y Base - East Troy		Provider Number / Facility ID Number 4000558914 / 027 - 2003626		
Address - Facility (Street, City, State, Zip Code) 2131 Townline Rd East Troy WI 531209325		Telephone Number 262-363-7944	Date - Regulation Visit 10/28/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(c) Current, Accurate Information Description: The emergency contacts list posted on the parent board was not updated when the previous director was still listed despite their employment ending more than a year prior.	Updated list posted	11/20/25	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Current, accurate written record of the daily attendance was not maintained when a child was signed out on the attendance record but was still present in the room.	Create tracking system w/ site staff	11/20/25	

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3	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: Sight and sound supervision was not provided when a 6-year-old child was allowed to go down the hallway on their own to use the bathroom.</p> <p>Repeat violation: Previously cited on 11/13/2024</p>	<p>Discuss better process for site + sound w/ bathroom usage</p>	11/20/25	
4	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The child tracking system was not utilized when children left the room to use the bathroom.</p> <p>Repeat violation: Previously cited on 11/13/2024</p>	<p>Create a better tracking system w/ site staff</p>	11/20/25	
5	<p>251.055(2)(h) Staffing Requirements - 8 Or Fewer Children In Center</p> <p>Description: When asked who is the second adult available to come to the center within 5 minutes for emergencies, the staff identified the director, who would be coming from another Y Base. All other Mukwonago Y Bases are located at least 15 minutes away. There was no signed and dated statement from that person, including an address and telephone number, certifying that the person is available and agrees to serve if needed.</p> <p>Repeat violation: Previously cited on 11/13/2024</p>	<p>Re-educate who our "second" / emergency person is. Will send email confirmation.</p>	11/20/25	

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6	251.06(9)(d)2.a. Food Storage - Dry Food Description: Multiple opened snacks were not stored as required when snack bags were re-closed using binder clips. Dry food is required to be stored in bags with zip-type closures or metal, glass or food-grade plastic containers with tight-fitting covers.	Create plan of action for snacks and implement.	11/20/25	
7	251.07(3)(a)2. Indoor Equipment - Construction, Condition Description: A chair in the classroom was not in good operating condition when the seat of the chair was not attached to the chair frame. When I took the top chair off of the stack, the detached, heavy chair seat fell off.	Have chair removed from room.	11/20/25	
8	251.07(5)(a)5.a. Menus - Post Description: The menu posted was for the week of October 20 through October 24.	Post updated calendars/menus. Will re-educate.	11/20/25	

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9	251.094(3)(b) School-Age Director - Number Of Centers Description: The director is listed as director for seven Mukwonago Y Base locations, but the rule requires that no person may act as a school-age director for more than five school-age program sites.	Get right titles on correct staff's registry to accurately represent five programs.	11/20/25

NAME - Agency Worker
Cierrena Schoville

Date Issued
11/6/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Sharnal Wilcox

11/7/25