

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
5/19/2026

**TO FILE A COMPLAINT CALL**  
262-446-7800

**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**

The Waukesha Family Ymca

4000558914 / 007 - 2001268

**Address - Facility (Street, City, State, Zip Code)**  
320 E Broadway Waukesha WI 531865060

**Telephone Number**  
262-408-2389

**Date - Regulation Visit**  
3/18/2026

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(6)(a)5. <b>Child Record - Alternate Arrival / Release Agreement</b></p> <p>Description: The center does not utilize an alternative release agreement when children attend swim lessons. Swim lessons are not run by the program.</p>	<p><i>Families were emailed an updated form for an alternative release for children to attend swim lessons. Have 12 of 13 forms returned as of 5/13/26</i></p>	<p><i>5/15/26 dependent on families returning form</i></p>	
<p>2 251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b></p> <p>Description: The file for Staff E lacked documentation of a Wisconsin Registry Certificate; Staff E has been working as a teacher for longer than 6 months.</p>	<p><i>Staff E applied for WI Registry certificate w/ updated transcripts and is expected within 3 months</i></p>	<p><i>3-6 months based on WI Registry</i></p>	

Name - Certified Operator / Licensed Center

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The Waukeshia Family Ymca

4000558914 / 007 - 2001268

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<p>3</p> <p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Staff are not consistently documenting hours worked when used to meet staff-to-child ratio. On the day of the licensing visit, the staff person supervising children in Classroom 1 was not signed in. And the staff person did not sign in or out the prior day.</p>	<p>Staff was talked to about ensuring that documentation of hours worked is consistently put on the sheet for ratios. Director will spot check to ensure the retaining is now consistently done.</p>	<p>5/1/26</p>	
<p>4</p> <p>251.05(3)(f)3. <b>Child Care Teacher - Entry-Level Training</b></p> <p>Description: At the time of the licensing visit, Staff D did not have documentation of having completed training requirements for the position of a child care teacher. **This was verified as corrected via email on 4/2/26**</p>	<p>This was verified as corrected via email on 4/2/26</p>	<p>4/2/26</p>	
<p>5</p> <p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: Based on reviewing video footage for a self-report, the sole provider in the Discovery Den classroom did not provide supervision to guide children's behavior/activity, prevent harm, and ensure safety when a child in care sustained a head injury, on 3/11/26. Video showed two children wrestling with a gymnastics roller mat when one child fell and hit his head on the classroom floor.</p>	<p>Gymnastic roller mat was removed to prevent further injury. Staff was talked to about supervision &amp; body placement 3/13/26. Staff reviewed &amp; retained involving Exe. Director on 5/8/26.</p>	<p>5/8/26</p>	

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<p>6</p> <p>251.06(2)(gm) <b>Premises - Well Drained, Clean, In Good Repair</b></p> <p>Description: In the Discovery Den room, several ceiling tiles were not intact, missing, and cracked and a section of the coat hook was not secure to the wall. **The coat hook was verified as corrected on 4/14/26 during a subsequent visit**</p>	<p>After walk through with lian- sors, maintenance requests was put in to fix issues. Verified as corrected on 4/14/26 during subsequent visit.</p>	4/14/26	
<p>7</p> <p>251.06(3)(b)2. <b>Emergencies - Practice Written Plans</b></p> <p>Description: There is no documentation that monthly fire drills were conducted in February 2026.</p>	<p>was documented that drill was conducted on Feb 27, 26 at 4pm.</p>	3/19/26	
<p>8</p> <p>251.06(9)(d)1.c. <b>Food Storage - Cold Storage Thermometers</b></p> <p>Description: There is no thermometer in the <del>den</del><sup>kitchen</sup> freezer that is being used by the extended care program.</p>	<p>Thermometer was placed in freezer.</p>	3/19/26	
<p>9</p> <p>251.07(6)(dm)2. <b>Medical Log - Pages &amp; Entries</b></p> <p>Description: In the Discovery Den room, lines were skipped in the medical log book and entries on 2/5/26, 2/18/26, and 3/10/26 were not signed or initialed by the person making the entry.</p>	<p>Staff was retained to med log entry. Documented in med log 5/9/26</p>	5/9/26	

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10 251.08(2) <b>Permission &amp; Emergency Information</b> Description: There is no documentation of a completed permission and emergency information form (transportation permission) in the child's record and in the vehicle.	Families were emailed a new form for updated transportation permission 3/19/26. Started receiving form 3/19/26 & have 7 out of 16 as of 5/13/26.	5/15/26 Based on families re-turning form	
11 251.08(3)(c) <b>Information In Vehicle - Route And Stops</b> Description: Transportation routes and scheduled stops are not being maintained at the center and in the vehicle.	Updated transportation routes & scheduled stops to van clipboard. Staff retained on proper documentation.	5/11/26	
12 251.08(4)(c)1. <b>Driver Record - Obtain &amp; Review</b> Description: Staff B, identified as a driver, does to have an annual driving record completed and on file. Repeat violation: Previously cited on 12/3/2024	Staff B has cleared driving record from WI dept. of transportation.	3/20/26	

NAME - Agency Worker  
Kristin Lange, Sara Cooney

Date Issued  
5/4/2026

SIGNATURE - Certified Operator or Designee Licensee or Designee

Date Signed



5.18.26