

Date Correction Plan Due 12/6/2024	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 Kettle Moraine Ymca Child Care Ctr		Provider Number / Facility ID Number 9000559219 / 005 - 220235		
Address - Facility (Street, City, State, Zip Code) 1111 W Washington St West Bend WI 53095		Telephone Number 262-247-1026	Date - Regulation Visit 11/6/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Based upon review on November 6, 2024, a child care worker was signed into the Bee Room on October 22, 2024 from 10:45 - 5:30, however, was not physically present in the classroom.	The child care worker who was signed into the Bee Room on 10/22/24 from 10:45 - 5:30 serves in multiple roles. We will be sure to have her check in and out of the room as she completes her various responsibilities.	A one-on-one meeting will be held on 12/5/24 to explain the expectation of signing in and out of the room.	
2	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Based upon review on November 6, 2024, Staff Member B & D of the Staff Record Checklist did not complete infant and child CPR training within 3 months of beginning to work with children in care.	Staff member B had completed CPR 8.27.24. Staff member D is scheduled to complete CPR on 1.17.25 We will review our staff record check list monthly to ensure staff are up to date on all trainings.	1.17.25	

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<p>3 251.055(1)(a) Supervision Of Children</p> <p>Description: On October 22, 2024, a child care worker left a group of children unsupervised for a few minutes to bring a visiting child back to their original classroom.</p> <p>Repeat violation: Previously cited on 8/16/2024, 3/2/2023</p>	<p>We will not be taking a child out of one room into another room. If children are moved to another room, it will be as a group, or in necessary cases, a supervisor will come to assist</p>	<p>Immediately. 12.5.24</p>	
<p>4 251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: Based upon observation on November 6, 2024, a child care worker who was not teacher qualified was left alone in the Lion Room for several minutes with a group of children on October 22, 2024.</p>	<p>Child care teachers who are not teacher qualified will not be left alone with a group of children.</p>	<p>Immediately. 12.5.24</p>	
<p>5 251.055(1)(f) Child Tracking Procedure</p> <p>Description: Two children who were moved from their classrooms to another room on October 22, 2024, were not signed out of their classrooms nor into the receiving room.</p> <p>Repeat violation: Previously cited on 8/16/2024</p>	<p>If children are moved from their classrooms to another room they will be signed out of their room and signed into the receiving room.</p>	<p>Immediately. 12.5.24</p>	

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6	<p>251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio</p> <p>Description: Based upon observation on November 6, 2024, a child care worker in the Lion Room was left alone with a group of children that required two child care workers for a few moments on October 22, 2024.</p>	<p>We will maintain proper staff-to-child ratios. Our staff will make transfers of class resources and/or food in a manner that does not put ratios out of range. We have started using a cart to transport materials between rooms</p>	<p>Immediately 12.3.24</p>	
7	<p>251.07(2)(c)3. Time Out - Time</p> <p>Description: Based upon observation on November 6, 2024, a 3-year-old child was placed in time out for approximately 7 minutes on October 22, 2024.</p> <p>Additionally, a 4-year-old child was also placed in time out for approximately 11 minutes on October 22, 2024</p>	<p>Time outs will be a last resort, lasting no more than three minutes. Staff were retrained on this policy and procedure on 12.3.24</p>	<p>Immediately 12.3.24</p>	
8	<p>251.07(2)(c)5. Time Out - Not Removed From Classroom</p> <p>Description: A 3-year-old and 4-year-old child were removed from their classrooms and placed in another classroom for a time out on October 22, 2024.</p> <p>Repeat violation: Previously cited on 8/16/2024</p>	<p>Time outs will be a last resort, lasting no more than three minutes, and will take place in the classroom that the child is enrolled in. Staff were retrained on this policy and procedure on 12.3.24.</p>	<p>Immediately 12.3.24</p>	

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9	251.07(2)(e) Child Guidance - Prohibited Actions Description: Based upon on the center's self-report, on October 22, 2204, a child care worker applied pressure to a 4-year-old child's collarbone area when the child was having a difficult time with their emotions. The same child care worker also poked the child with a marker to get their attention. Additionally, on October 22, 2024, a child care worker pulled a 4-year-old child out from under a table by the child's leg in an aggressive manner	Staff will not use any type of aggressive physical force to guide behavior. All ELC staff are signed up to attend "Positive Guidance" offered through 4Cs.	12.18.24 and 1.29.25

NAME - Agency Worker
Jamie Brandt

Date Issued
11/22/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Melissa Keselov

Date Signed

12-6-24