

Date Correction Plan Due 2/26/2025	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 Silverbrook		Provider Number / Facility ID Number 9000559219 / 014 - 2001937		
Address - Facility (Street, City, State, Zip Code) 120 N Silverbrook Dr West Bend WI 530953166		Telephone Number 262-247-1019	Date - Regulation Visit 2/5/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: Based upon observation on February 5, 2025, the monitoring results from the last visit (February 6, 2024) were not posted at the center.	Monitoring Results will be posted on the licensing board as completed and maintained. will be up to date by 3/1/2025	Ongoing	
2	251.07(6)(dm)1. Medical Log Book Description: Based upon observation on February 5, 2025, a complete medical logbook prior to December 2024 was not available for review, as the center could not locate it.	Medical Logs will be properly maintained and available for review at all times. will be up to date by 3/1/2025	Ongoing	

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3	251.094(5)(a) School-Age Group Leader - Supervision Description: Based upon observation on February 5, 2025, a child care worker who was only qualified as a school-age group leader was working alone with 7 children in care during part of the visit.	Staff will meet qualifications for Supervision.	03/17/2025

NAME - Agency Worker
Jamie Brandt

Date Issued
2/12/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
3/14/2025