

Date Correction Plan Due 10/16/2025	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 Decorah		Provider Number / Facility ID Number 9000559219 / 009 - 1010862		
Address - Facility (Street, City, State, Zip Code) 1225 Sylvan Way West Bend WI 530955015		Telephone Number 262-334-3405	Date - Regulation Visit 9/18/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) Staff Record - Maintenance & Availability Description: Based upon record review, Staff A did not have a staff record on file.	All staff will have staff records on file and accessible on site.	10/20/2025	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based upon record review Staff A and C who have been employer greater than 30 days, did not have physical examinations on file for review.	All staff will have documented physical examinations on file and accessible on site.	10/20/2025	

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3	251.05(2)(a)5. Staff Record - High School Diploma Description: Based upon record review, Staff A and B did not have documentation of their High School Diploma available for review.	All staff records education will be on file and accessible on site.	10/20/25	
4	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Based upon record review, Staff B did not have documentation of completion of the Cardiopulmonary Resuscitation Training.	All staff will be up to date on CPR certification and certification will be on file an accessible on site	10/20/25	
5	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Based upon record review, Staff B did not have documentation of completion of Child Abuse and Neglect Biennial Training.	All staff will have child Abuse + Neglect training on file and accessible on site.	10/20/25	
6	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Based upon record review, Staff A, did not have documentation of completion of an orientation.	All staff orientation documents will be on file and accessible on site.	10/20/25	

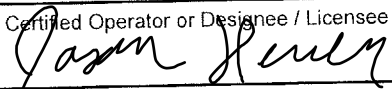
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7	251.05(4)(c)9. Continuing Education - Documentation Of 12 Month Period Description: Based upon record review, documentation of continuing education for the year 2024 was on available for review. Repeat violation: Previously cited on 9/26/2024	All staff will have Continuing Education documentation on file and accessible on site	10/20/25	
8	251.055(1)(f) Child Tracking Procedure Description: Based upon observation, the tracking procedure was not conducted when the group transitioned from the cafeteria space to the restrooms and returning from the restrooms to the cafeteria.	All staff will track using a roster and face to name tracking.	10/20/25	
9	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: Based upon observation, a group of 22 children age 5 years old and older were taken to the restroom with one staff member.	All staff will follow ratios as set by DCF 251.055(2)(b).	10/20/25	
10	251.07(6)(i)1. Washing Child's Hands & Face Description: Based upon observation, the children in care were required to wash hands while waiting for the group the children were seated on the floor and were not required to wash hands prior to being served snack.	All children will wash hands and proceed to the snack tables without sitting on the ground.	10/20/25	

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NAME - Agency Worker
Amanda Holz

Date Issued
10/2/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
10/30/2025