

Date Correction Plan Due 11/27/2025	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 The Y At Holy Trinity Newburg		Provider Number / Facility ID Number 9000559219 / 013 - 2001785		
Address - Facility (Street, City, State, Zip Code) 309 Salisbury St Newburg WI 53090		Telephone Number 262-685-5008	Date - Regulation Visit 6/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) Supervision Of Children Description: Based upon self report, on May 27, 2025, child care workers failed to supervise a 4.5-year-old child, when the child was left alone in the bathroom for two minutes and 37 seconds when the workers and group returned to the classroom.	Staff will use white boards when taking children out of classroom in a split situation so staff can do name to face w/children they have	6/11/25	
2	251.055(1)(f) Child Tracking Procedure Description: Based upon self report on May 27, 2025, child care workers failed to implement the procedure of completing name to face headcounts to confirm all children are accounted for when children are coming and going, resulting in a 4.5-year-old child being left in the bathroom when the workers and group transitioned to the classroom.	Staff will use white boards when taking children out of classroom in a split situation so staff can do name to face w/children they have	6/11/25	11/11/2025

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3	251.06(11)(b)7. Outdoor Play Space - Enclosure Description: Based upon measurement the north side of the fence measured 3 feet 8 inches, the west side measured 3 feet 7 inches in height not the required four feet in height.	we are working w/a fence company to try and replace the fence. Licensing will be contacted upon construction of fence.	11/12/25 ish	
4	251.07(5)(b)1. Mealtime - Staff With Children Description: Based upon staff statement on 11/11/2025 the staff in the toddler room do not sit with children during lunch. Repeat violation: Previously cited on 5/1/2025	Teachers were explained the importance and expectation of sitting w/ the children @ meal time.	11/12/25	

NAME - Agency Worker
Amanda Holz

Date Issued
11/13/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Missa Kesemovitz

Date Signed

12-2-25