

| | | |
|--|--|---|
| Date Correction Plan Due 1/21/2026 | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL 920-785-7811 |
|--|--|---|

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 Discovery Cntr | | Provider Number / Facility ID Number 9000559219 / 010 - 1013650 | | |
| Address - Facility (Street, City, State, Zip Code) 1113 W Washington St West Bend WI 53095 | | Telephone Number 262-334-8009 | Date - Regulation Visit 12/23/2025 | |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
| 1 | 251.055(1)(a) Supervision Of Children Description: The center self reported that on December 16, 2025, child care workers failed to supervise a two-year-old child when the child walked away from the group, going down the hallway and into the office. The child was out of sight and sound supervision for 13 minutes. | * Staff are required to assist children in the putting on of their winter gear inside the classroom before transitioning outside. * All children's items must remain in the classroom. Boots will be stored under the cubbies rather than in the hallway to maintain organization & safety. staff will review and be retrained on transition Policy + procedures to ensure safe and consistent moving from one location to another During transitions staff will: - use designatd rope for group movement - complete face-to-name checks of children as line up - complete face-to-name checks of children at doorway threshold or point of entry - Document transitions in logs | 12-22-2025 | |

NAME - Agency Worker
Jill Kellner

Date Issued
1/7/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Melissa Kisenowich

1-18-2026