

Date Correction Plan Due 5/26/2026	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 Holy Angels		Provider Number / Facility ID Number 9000559219 / 011 - 1015456		
Address - Facility (Street, City, State, Zip Code) 230 N 8Th Ave West Bend WI 53095		Telephone Number 262-343-2175	Date - Regulation Visit 4/30/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)2. Staff Record - Completed Background Check Description: Based upon record review, Staff A and B, did not have documentation of a completed background check on file and were not assigned to the center in the child care provider portal location. Repeat violation: Previously cited on 8/20/2025	<i>All staff will be assigned in portal and have background documentation on file.</i>	<i>06/01/2026</i>	
2	251.05(2)(a)4.b. Staff Record - Registry Certificate - School Age Programs Description: Based upon record review, Staff B, did not have registry certificate for a position held greater than six months.	<i>All required staff will have registry information on file.</i>	<i>06/01/26</i>	

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3 251.05(3)(b) Abusive Head Trauma Prevention Training Description: Based upon record review, Staff A did not have documentation of completion of abusive head trauma training prior to working with a child under the age of 5 years old.	All required staff will have Abusive head Trauma Documentation on file from a completed course	06/01/2026	
4 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: Based upon review a fire drill was not documented for March 2026. Repeat violation: Previously cited on 11/3/2025	Fire/Tornado Drills will be up to date and documented monthly	06/01/2026	

NAME - Agency Worker
Amanda Holz

Date Issued
5/12/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jason H. [Signature]

Date Signed
5/18/2026