Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
7/16/2026		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	Provider Number / Facility ID Number
Kmymca Green Tree Elementary	9000559219 / 043 - 2008352

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
1330 Green Tree Rd West Bend WI 530901771	262-247-1030	6/9/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)1. **Staff Record - Personal Information** Description: Based on records review, the program was missing the staff record form for member A.	Staff Files will be reviewed and updated to include all required documents.	9/1/2026	
2	251.05(2)(a)3.b. **Staff Record - Physical Examination - Religious Exemption** Description: Based on records review, the center was missing the health examination forms for staff members B and C after more than 30 days of employment.	Staff Files will be reviewed and updated to include all required documents	9/1/2026	

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3	251.05(2)(a)4.b. **Staff Record - Registry Certificate - School Age Programs** Description: Records reviewed showed that the program was missing the Registry Certificate for staff member B after more than 6 months of employment. Repeat violation: Previously cited on 11/13/2025	Staff files will be reviewed and updated to have all required documents.	9/1/2026	
4	251.05(2)(a)8. **Staff Record - Orientation** Description: Based on records review, the program did not have documentation of compliance with the orientation requirements for staff members B and C. Repeat violation: Previously cited on 11/13/2025	Staff files will be reviewed and updated to have all required documents.	9/1/2026	
5	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Based on records review, the center did not have a high school diploma or equivalent on file for staff member B. Repeat violation: Previously cited on 2/6/2026	Staff files will be reviewed and updated to have all required documents.	9/1/2026	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
6	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Records reviewed showed the program did not have the biennial child abuse and neglect prevention training information on file for staff members B, C, and D. Repeat violation: Previously cited on 2/6/2026, 11/13/2025	Staff files will be reviewed and updated to contain all required documents.	9/1/2026	
7	251.05(3)(f)2.a. **Child Care Teacher - Minimum Age** Description: Based on staff interviews, and records review, on June 4, 2026, there were two staff members supervising the children, both were unqualified to be lead teachers, one was a 16 year old and the other was an 18 year old assistant teacher.	Schedules will be reviewed to ensured qualified staff are present when required.	9/1/2026	
8	251.05(3)(f)3. **Child Care Teacher - Entry-Level Training** Description: Records review showed that the program did not have documentation of the educational qualifications for the positions held for staff member B.	Schedules will be reviewed to ensured qualified staff are present when required.	9/1/2026	

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9	251.055(1)(a) **Supervision Of Children** Description: Based on observation, two staff members sat at two separate tables with a group of children and were not supervising the rest of the children in the room while they were running around.	Staff will be retrained in supervision prior to the start of the school year.	9/1/2026	

NAME - Agency Worker
Gloribel Tegen

Date Issued
7/2/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jason Stern

Date Signed
7/6/2026