**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated May 22, 2026 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
   - Do not include confidential information, including the names of children and staff.
   - Write in concise, plain English.
   - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
   - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."

2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.

3. Sign and date the form. Retain a copy for your records.

4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
   - **Email:** AmandaR.Holz@wisconsin.gov **or**
   - **Fax:** (920) 785-7869 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     NORTHEASTERN REGION
     200 NORTH JEFFERSON
     SUITE 411
     GREEN BAY, WI 54301

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

**You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.**

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: https://www.surveymonkey.com/r/LicenseFeedback. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

| Date Correction Plan Due | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL |
|---|---|---|
| 6/5/2026 | | 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 |
|---|---|
| Kettle Moraine Ymca Decorah | 9000559219 / 009 - 1010862 |

| Address - Facility (Street, City, State, Zip Code) | Telephone Number | Date - Regulation Visit |
|---|---|---|
| 1225 Sylvan Way West Bend WI 530955015 | 262-334-3405 | 5/14/2026 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 1 | 251.04(2)(g)1.<br>**Certificate Of Insurance - Dates Of Coverage**<br><br>Description: Based upon record review, the insurance posted on the licensing board expired 9/1/2025 | An up-to-date COI will be on premise and available | 9/1/2026 | |
| 2 | 251.05(2)(a)1.<br>**Staff Record - Personal Information**<br><br>Description: Based upon record review Staff A did not have a staff record form within the staff file. | All staff will have a completed Staff Record Form | 9/1/2026 | |

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| **Address - Facility (Street, City, State, Zip Code)**<br>1225 Sylvan Way West Bend WI 530955015 | | **Telephone Number**<br>262-334-3405 | **Date - Regulation Visit**<br>5/14/2026 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 3 | 251.05(2)(a)4.b.<br>**Staff Record - Registry Certificate - School Age Programs**<br><br>Description: Based upon record review Staff B and C did not have documentation of a Registry Certificate within their staff file. | All program leaders will have documentation of a Registry Certificate on site | 9/1/2026 | |
| 4 | 251.05(2)(a)5.<br>**Staff Record - High School Diploma**<br><br>Description: Based upon record review Staff C did not have documentation of a High School diploma within their file.<br><br>Repeat violation: Previously cited on 9/18/2025 | All program leaders will have documentation of a High School diploma on site | 9/1/2026 | |
| 5 | 251.05(2)(a)7.<br>**Staff Record - Continuing Education**<br><br>Description: Based upon observation Staff B and C did not have documentation of continuing education for the year 2025 within their staff file. | All returning staff will have documentation of continuing education from the previous year | 9/1/2026 | |
| 6 | 251.05(3)(cm)<br>**Child Abuse & Neglect - Biennial Training**<br><br>Description: Based upon record review, Staff A did not have documentation of the required Biennial Child Abuse and Neglect training.<br><br>Repeat violation: Previously cited on 9/18/2025 | All Staff will have current documentation of Child Abuse and Neglect prevention training | 9/1/2026 | |

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| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 7 | 251.05(4)(a)<br>**Staff Orientation - Develop, Implement, Document**<br><br>Description: Based upon record review, staff A and C did not have documentation of an orientation within their staff file.<br><br>Repeat violation: Previously cited on 9/18/2025 | All staff will have documentation of staff orientation available | 9/1/2026 | |
| 8 | 251.05(4)(c)9.<br>**Continuing Education - Documentation Of 12 Month Period**<br><br>Description: Based upon record review Staff B and C did not have documentation of continuing education for the year 2025.<br><br>Repeat violation: Previously cited on 9/18/2025, 9/26/2024 | Please see violation 5 | 9/1/2026 | |
| 9 | 251.06(4)(jm)2.<br>**Fire Alarms & Smoke Detectors - Testing**<br><br>Description: Based upon observation a fire drill was not documented for the month of April 2026. | Fire Drills will be documented each month | 9/1/2026 | |
| 10 | 251.07(1)(a)<br>**Written Program Of Activities**<br><br>Description: Based upon observation the staff did not follow the daily schedule when the group transitioned from breakfast with no offered or guided activity for 22 minutes. | staff will follow the posted daily schedule to the best of their ability and will ensure an activity is being offered at all times | 9/1/2026 | |

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| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 11 | 251.07(6)(dm)3.b.<br>**Medical Log - Injury In Care**<br><br>Description: Based upon observation the incident reports on premise were not being logged in the medical log book for the dates of: 02/25/26, 03/10/26, 03/24/26, and 04/23/26. | The previous medical log book will be closed, and a new medical log book will be opened and kept up-to-date | 9/1/2026 | |
| 12 | 251.07(6)(i)1.<br>**Washing Child's Hands & Face**<br><br>Description: Based upon observation while waiting on line after washing hands a child placed their hands on the floor and was not required to wash their hands before getting breakfast.<br><br>Repeat violation: Previously cited on 9/18/2025 | Children who touch the floor after washing their hands will be required to wash their hands again prior to eating | 9/1/2026 | |

**NAME** - Agency Worker
Amanda Holz

Date Issued
5/22/2026

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

Date Signed
7/28/2026