Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
2/5/2026		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 Silverbrook		9000559219 / 014 - 2001937
Address - Facility (Street, City, State, Zip Code)	**Telephone Number**	**Date - Regulation Visit**
120 N Silverbrook Dr West Bend WI 530953166	262-247-1019	1/21/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(7)(c) **Access To Records - Licensing Representative** Description: Based on staff interviews, and attendance records provided, a staff member failed to provide all attendance records requested by DCF for the month of February 2026.	-Tablets will have staff files on site	9/23/26	

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2	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: 1. Based upon records provided by the program, on 02/09/2026 and 02/21/2026, a staff person was listed on their provider timecard as being signed in at the Farmington location, however the staff was not signed in on the sign- in sheets at Farmington. Also, on 02/09/2026, a staff member did not sign out on the attendance sheet at the Decorah location. On 02/02/26 and on 02/04/2026, a staff member did not sign in on the attendance sheet at the Green Tree Location. On 02/05/2026, a staff member did not sign out on the attendance sheet. Repeat violation: Previously cited on 11/3/2025	- Attendance + sign in sheets will be up to date w/ correct information		
3	251.055(2)(h) **Staffing Requirements - 8 Or Fewer Children In Center** Description: Based on staff interviews, the program does not have the required 5 minutes emergency person's written statement and contact information on file.	- 5 minute anay person is on tablet + lisc. board		
4	251.094(3)(b) **School-Age Director - Number Of Centers** Description: Based on staff interviews and records reviewed, one Director was responsible for 7 part- time centers, and another Director was responsible for 8 part-time centers, which exceeded the 5 maximum centers allowable under the licensing regulations.	- Each Dir. of records has a maximum of 3 sites		

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NAME - Agency Worker
Amie Bodart

Date Issued
1/22/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Melissa Kisenwether

Date Signed
9-25-26