| Date Correction Plan Due | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL |
|---|---|---|
| 10/30/2026 | | 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 | 6/29/2026 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 1 | 251.05(2)(a)6.<br>**Staff Record - Days & Hours Worked**<br><br>Description: Based upon record review 02/09/2026, a staff member did not sign out of staff to child ratio. | Staff will sign in and out daily | 10/21/26 | |
| 2 | 251.055(2)(h)<br>**Staffing Requirements - 8 Or Fewer Children In Center**<br><br>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 min away person will be noted online and on lisc. binder | 10/21/26 | |

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|---|---|---|---|---|
| Kettle Moraine Ymca Decorah | | | 9000559219 / 009 - 1010862 | |
| **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>6/29/2026 | |
| | **Rule/Statute Number**<br>**Noncompliance Statement** | **Correction Plan** | **Expected Completion Date** | **Verification Date** |
| 3 | 251.094(3)(b)<br>**School-Age Director - Number Of Centers**<br><br>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. | Dir. of records will not exceed maximum amount | 10/22/26 | |

**NAME** - Agency Worker
Amanda Holz

Date Issued
10/16/2026

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

Date Signed
10-22-26