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 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	7/29/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(2)(h) **Staffing Requirements - 8 Or Fewer Children In Center** Description: Description: Based on staff interviews, the program does not have the required 5 minutes emergency person's written statement and contact information on file. Repeat violation: Previously cited on 1/21/2026	5 min away person will be noted online and on lisc. binder	10/24/25	
2	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. Repeat violation: Previously cited on 1/21/2026	Director of Records will not exceed maximum amount	10/21/25	

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Kettle Moraine Ymca Silverbrook		9000559219 / 014 - 2001937	
Address - Facility (Street, City, State, Zip Code) 120 N Silverbrook Dr West Bend WI 530953166	**Telephone Number** 262-247-1019	**Date - Regulation Visit** 7/29/2026	
Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**

NAME - Agency Worker
Amanda Holz

Date Issued
10/16/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10-22-26