

<b>Date Correction Plan Due</b> 7/29/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-930-1148
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**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.

<b>Name - Certified Operator / Licensed Center</b> Ywca Child Center		<b>Provider Number / Facility ID Number</b> 1000556031 / 004 - 2000098		
<b>Address - Facility (Street, City, State, Zip Code)</b> 419 N 9Th St N La Crosse WI 546013482		<b>Telephone Number</b> 608-785-9541	<b>Date - Regulation Visit</b> 7/9/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Staff E did not have Staff record form information on the day of the complaint investigation visit.	Staff record will be completed during or before orientation and a new file will be created immediately.	7/29/2025	
2	251.05(2)(a)2. <b>Staff Record - Completed Background Check</b>  Description: Documentation of having a preliminary and final eligibility/determination from CBU on file for staff C and E.  Repeat violation: Previously cited on 2/21/2025	No employee will begin working without a preliminary background determination on file. When the final determination is received it will immediately be placed in the staff file.	7/29/2025	

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3	<p>251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b></p> <p>Description: Documentation of having completed a staff health report was missing from staff A, C and E's file on the day of the investigation visit.</p> <p>Repeat violation: Previously cited on 3/5/2024</p>	<p>YWCA La Crosse is working with the Neighborhood Family Clinic in La Crosse to assist staff without meidcal insurance to make appointments and complete their Staff Health Records.</p>	8/29/2025	
4	<p>251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b></p> <p>Description: Staff A and C are lead teachers and did not have documentation of a Registry Certificate in their files on the day of the investigation visit.</p>	<p>Staff A and C requested a Registry Certificates.The WI Registry is behind in processing reuquests and new enrollments and it will take time. In the future, staff will request their WI Registry certificate upon hire or when they are transitioning to lead qualified.</p>	9/29/2025	
5	<p>251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b></p> <p>Description: Staff A, C, D and E did not have documentation of being qualified for the position they hold on the day of the investigation visit.</p>	<p>Staff files have been updated with transcripts and certifications. Moving forward this will be completed upon hire and as continuing education occurs.</p>	8/13/2025	
6	<p>251.05(2)(a)5. <b>Staff Record - High School Diploma</b></p> <p>Description: Staff A, C, D, and E did not have documentation of a high school diploma in their file on the day of the investigation visit.</p>	<p>Staff have requested their highschool diplomas as received they are placed in the staff files. Moving forward upon hire highschool diplomas and/or GEDs will be requested for all staff.</p>	8/13/2025	

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7	251.05(2)(a)8. <b>Staff Record - Orientation</b>  Description: Staff A, C,D and E were missing documentation in their file of an orientation being completed on the day of the investigation visit.  Repeat violation: Previously cited on 9/7/2023	Staff will complete orientation within their first week of employment.	08/04/2025	
8	251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b>  Description: Staff A, C, D and E were missing documentation in their file of having completed Abusive Head Trauma training on the day of the investigation visit.	Moving forward, Abusive Head Trauma Training will take place as part of orientation, unless certificate is presented as proof of completion upon hire.	08/04/2025	
9	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Staff C had an expired CPR certificate in the file and Staff D did not have documentation of having completed CPR within 3 months of employment in the file on the day of the investigation visit.	All staff are current on CPR training. Director will track CPR renewal dates to avoid certification expiration.	08/04/2025	

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10	<p>251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Staff A, C and E did not have documentation of having completed the Child Abuse and Neglect training within 1 week of employment. Staff B had an expired CAN training certificate in the file on the day of the investigation visit.</p>	<p>Child Abuse and Neglect Training will be included in new staff orientation. Director will also keep track of renewal dates to avoid the CAN training expiring.</p>	8/04/2025	
11	<p>251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b></p> <p>Description: Staff D and E did not have documentation of being qualified for the position they hold in the file on the day of the investigation visit.</p>	<p>Staff files have been updated to reflect their current qualifications.</p>	08/04/2025	
12	<p>251.05(4)(c)9. <b>Continuing Education - Documentation Of 12 Month Period</b></p> <p>Description: Staff C was missing documentation of completed continuing education credits for 2024 on the day of the investigation visit.</p>	<p>Staff C had roll over 2023 training hours documentation in file listed on Staff Record and through the WI Registry. Continuing Education documentation will be kept in staff files upon completion.</p>	08/11/2025	

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13	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: During the course of an investigation, review of attendance documents showed that the attendance was not accurate on 7/2/25 in the Infant II room where 1 infant was not signed in; on 7/3/25 in the Infant II room where 2 infants were not signed in.</p> <p>Repeat violation: Previously cited on 6/10/2024</p>	<p>After the 7/9/2025 licensing visit all staff were reminded to be sure to add sign in times and sign out times accurately to the attendance sheets in the classrooms. Periodically, check ins on attendance sheets for compliance.</p>	7/29/2025	
14	<p>251.055(1)(i) <b>Person In Sole Charge Of Children - Minimum Age</b></p> <p>Description: During the course of an investigation on 6/30/25 there was an unqualified staff under the age of 18 in sole charge of 2 infants.</p>	<p>After the licensing visit on 7/9/2025 discussions with staff re: youth apprenticeship team members not being included in ratios or alone in classrooms. Conversations and learning regarding ratios and staff needs have been ongoing since the 7/9/2025 visit.</p>	7/29/2025	
15	<p>251.09(1)(e) <b>Infant &amp; Toddler - Provider Training</b></p> <p>Description: Staff C and D did not have documentation of having completed the minimum of 10 hours of training in infant and toddler care approved by the department within 6 months after assuming the position.</p>	<p>Staff C provided proof of completion of the Infant and Toddler care certification on the date of the liceninsing visit from their WI Registry account. It is printed and in the staff file.</p> <p>Staff D no longer works in the infant room.</p> <p>Four additional staff will receive their infant toddler credential by 9/22/2025. Classes satrted 7/28/2025.</p>	9/22/2025	

**NAME** - Agency Worker  
Kimberly Jasper

Date Issued  
7/15/2025

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

*Rosanne Northwood*

Date Signed  
7/29/2025