

Date Correction Plan Due 7/12/22	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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.

Name - Certified Operator / Licensed Center Rite-Hite Ymca Day Camp		Provider Number / Facility ID Number 1000558721 / 012 - 240028	
Address - Facility (Street, City, State, Zip Code) 9250 N Green Bay Ave Brown Deer WI 53209		Telephone Number 414-357-1950	
Rule/Statute Number Noncompliance Statement		Correction Plan	Expected Completion Date
1 252.07(3)(b) Annual Training - Child Abuse & Neglect Description: Staff G did not have documentation of training in child abuse and neglect laws, identification or reporting.		Staff G. will have all documentation of training	7/22/22
2 252.41(1)(L)2. Items Posted - Visible To Parents Description: All items required to be posted were not visible to parents, including the camp license, exception, and previous monitoring results.		All items will be posted and visible to parents	7/22/22

camp

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Provider Number / Facility ID Number
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Rule/Statute Number Noncompliance Statement		Telephone Number 414-357-1950	Date - Regulation Visit 6/21/2022	
		Correction Plan	Expected Completion Date	Verification Date
3	252.41(2)(k) Report - Plan Of Correction Description: The department did not receive a plan of correction for a visit that occurred on June 22, 2021.	We will email for a copy - due to past director leaving we will need a new copy.	7/15	
4	252.41(4)(a)1.a. Child Record - Enrollment Information Description: Enrollment information was not complete for child 5 when no emergency contacts were listed. Repeat violation: Previously cited on 6/22/2021	Child 5 - and all children emergency contact listed - Currently contacting parents and guardians	7/27/2022	
5	252.41(4)(a)2. Child Record - Emergency Medical Consent Description: Child 1 did not have documentation of consent from the parent for emergency medical care or treatment.	Emergency medical consent will be provided for child 1 and all children	7/22/22	
6	252.41(4)(a)4. Child Record - Field Trip Authorization Description: Children 1, 3, and 4 did not have documentation on file of authorization from the parent for the child to participate in field trips or other off-premises activities.	Child field trip permission will be added to all files - currently printing and gathering documents	7/27/2022	

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7 252.42(1)(a) Staff File - Maintenance & Availability Description: No file was available for staff H.	Staff H will have all required training documents	7/22/2022	
8 252.42(1)(a)1. Staff File - Personal Information Description: Staff G did not have documentation on file of information found in a staff record form.	Staff G and all staff will staff record forms	7/22/2022	
9 252.42(1)(a)2. Staff File - Training & Certifications Description: Staff E, F and G did not have documentation of training on file including Abusive Head Trauma prevention training.	All staff and E, F, and G will have documentation of training of Abusive head trauma	7/22/2022	
10 252.42(1)(a)4. Staff File - Pre-Camp Training Description: A complete document of pre camp training was not available for any staff. Staff A, B, D, E and F's document of pre camp training was incomplete. Staff C and G did not have documentation showing they had completed pre camp training. Repeat violation: Previously cited on 6/22/2021	All staff will have completed documentation of pre camp training	7/22/2022	

Used Center

Camp

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W Green Bay Ave Brown Deer WI 53209

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
11 252.42(1)(a)6. Staff File - High School Diploma Or Equivalent Description: Staff C, F, and G did not have documentation on file of a high school diploma or equivalent.	All staff will have documentation on file of high school diploma or equivalent	7/22/2022	
12 252.42(2)(b)2. Camp Director - Age & Experience / Education Description: The identified camp director did not have documentation available showing experience or education necessary to be qualified as a director.	Identified Camp director will have documentation available of experience necessary to be qualified	7/22/2022	
13 252.42(3)(e) Cardiopulmonary Resuscitation Training Description: Staff F and G did not have documentation of a current certificate in training in CPR and AED.	Staff F and G ^{and all staff} will have documentation of current CPR and AED training & certificate	7/29/2022	

Need Center

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
14 252.425(1)(b) Child Tracking Procedure Description: On the day of the visit, the camps tracking procedure was not implemented when a staff person had not brought the buddy tags to her group, a staff person was using a list of names but had not identified the children in the group, and in another group, seven children were in care, but 8 children were listed on the tracking list. Repeat violation: Previously cited on 6/22/2021	Camp is working on tracking systems to be fully implemented by using buddy tags, and staff tracking lists	7/29/2022	
15 252.425(2)(a)1. Counselor-To-Child Ratios Description: Counselor to child ratios were not met from 8:45 a.m. until 8:55 a.m. when there were 72 children between the ages of eight and thirteen with three staff. Four staff were required for the amount of children in care.	Camp is hiring and scheduling staff to meet ratio needs - we strive to be lower than state ratios but will not exceed	7/29/2022	
16 252.425(2)(a)3. Counselor-To-Child Ratio - Ages 3 & 4 Served With Age 7 & Older Description: Counselor to child ratios were not met from 8:10 a.m. until 8:30 a.m. when there were 32 children between the ages of four and ten with two staff. When children 4 years of age are served in the same group with children aged 7 and older, the ratio of counselors to children in the group shall be consistent with the requirements for four year olds; one counselor to six children.	4 yr olds will be with a counselor in a 1 to 6 ratio - we are hiring staff 4 yr olds will not be we will have 4 yr olds in their own group not mixed with 7 and older	7/29/2022	

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17 252.43(1)(f) Base Camp Premises & Structures - Condition, Maintenance, Safe Description: Litter was observed on the grounds of the camp, including numerous wrappers, and plastic sports. Repeat violation: Previously cited on 6/22/2021	Camp will have litter off the ground by having daily clean ups/ walk through of camp - more garbage bags and trash cans bought	7/29/2022	
18 252.43(1)(i) Area Around Garbage Containers Description: Areas around garbage containers were not kept clean when numerous wrappers were observed on the ground around the containers.	We will have end of the day clean up of trash can area and empty garbage cans 3 times daily	7/29/2022	
19 252.43(2)(b) Accessible Toxic Substances, Power Tools Description: Antiseptic spray labeled "Keep out of reach of children" was accessible to children in the younger group while they were outside. The spray was on a picnic table where children were seated and staff stated they did not know who it belonged to.	Antiseptic spray will be kept in locked shed and closet during camp hours/months	7/29/2022	

Camp

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
20 252.43(5)(h) Sanitary Toilet & Sink Facilities Description: The girls bathroom in the outdoor area was not maintained clean and sanitary when toilet paper was observed strewn about one of the stalls.	Staff will observe and clean up after use of bathrooms by campers	7/22/22	
21 252.44(1)(b)6. Provide Variety Of Activities From Which To Self-Select Description: Children in the older groups did not have activities available upon arrival. No supplies or activities were available for the older children to choose from.	Activities will be provided upon arrival for older kids when arriving to camp - equipment will be supplied in shed - we are purchasing more supplies	7/22/2022	
22 252.44(1)(b)7. Limit Wait Time & Intervals Between Activities Description: The camp program did not limit wait times between activities when children in the older group sat from 9 until 9:25 while staff attempted to determine groups due to low staffing.	System of getting into groups will be limited and wait times will be limited by implementing easier tracking system with buddy tags	7/29/2022	
23 252.44(5)(c) Food Allergy Reporting Description: Staff with the older group of children were unaware if children had allergies.	Staff will have list of Allergy sheet with them and indicated on buddy tags	7/29/2022	

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24 252.44(5)(d)1. Menus - Posted & Accessible Description: The menu was not posted accessible to parents.	Menus are printed and posted to parents	7/16/2022	
25 252.44(6)(e)1.a. Medication Administration - Parental Authorization Description: Two authorizations for medications intended for children in care did not include the timeframe of the authorization.	The timeframe has been added to medical documentation	7/16/2022	
26 252.44(6)(g)1. Medical Log - Maintenance Description: The camp medical log book was not available for review during the visit.	The camp medical log will be available to view and kept by files daily	7/22/2022	
27 252.44(7)(am)2.c. Swimming Pool Enclosure - Access Through Door Description: During the visit, the doors to the pool used by the camp were unlocked, and the doors to the secondary pool were propped open, leaving the pool accessible to camp children walking nearby. Repeat violation: Previously cited on 6/22/2021	Supervisor will meet with maintenance and building supervisor of secondary pool with potential exception being written	7/29/2022	

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28 252.44(7)(b)1.b. Waterfront Supervisor - Life Guard Certification Description: The identified waterfront supervisor did not have documentation of certification as a lifeguard on file.	Life guard waterfront supervisor will have documentation and certificate supplied	7/29/2022	

NAME - Certification Worker / Licensing Specialist
Cindy Matuszak

Date Issued
6/30/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee

[Handwritten Signature]

Date Signed
7/14/2022