

Date Correction Plan Due 7/11/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 Ymca Camp Minikani Minicamp		Provider Number / Facility ID Number 1000558721 / 076 - 240029		
Address - Facility (Street, City, State, Zip Code) 875 Amy Belle Rd Hubertus WI 530331201		Telephone Number 262-236-7576	Date - Regulation Visit 6/18/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	252.42(1)(a)4. Staff File - Pre-Camp Training Description: Based upon review on June 18, 2025, Staff Member B of the Staff Record Checklist did not have documentation of completing pre-camp training.	Although Staff Member B attended and assisted in facilitating pre-camp training, they were never marked as present. Moving forward, we will not assume that facilitators are to be considered present when no formal documentation is completed.	07/08/2026	
2	252.42(1)(a)5. Staff File - Days & Hours Worked Description: Based upon review on June 18, 2025, staff did not document the hours worked for the week.	Upon arriving and before leaving the work day, staff provided a signature and date of presence, however, no timestamp was requested of them. Because of this, hours were not accurately tracked. Staff will now be asked to sign the time of arrival and time of departure.	07/15/2026	

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3	252.42(1)(a)6. Staff File - High School Diploma Or Equivalent Description: Based upon review on June 18, 2025, Staff Members B - F did not have documentation of completing high school or its equivalent.	Documentation of completing high school or its equivalent will be collected prior to scheduled work, reviewed, and stored in each staff file.		07/01/2026

NAME - Agency Worker
Jamie Brandt

Date Issued
6/27/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Robby Gral

Date Signed
9/2/2025