

Date Correction Plan Due
4/3/2024

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
608-422-6765

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 East Y **Provider Number / Facility ID Number** 6000559066 / 001 - 1006857

Address - Facility (Street, City, State, Zip Code) 711 Cottage Grove Madison WI 537161115 **Telephone Number** 608-235-7780 **Date - Regulation Visit** 2/29/2024

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)2. Staff Record - Completed Background Check Description: Staff B, who has worked at the center longer than 6 months, is missing documentation of an eligible child care background check which is required prior to working with children. Repeat violation: Previously cited on 11/20/2023	Background check has been completed, was reported to DCF on 3/13/24. Next due date is 3/13/29. Going forward we will ensure all background checks will be on schedule & posted on portal.	3/13/24	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A, C, D and E are missing a physical examination report indicating the person is free from communicable diseases and that the person is physically able to work with young children. Staff C and D completed the physical after the licensing visit.	Staff A & C have their physicals/schedule completed. A - scheduled - 5/7/24 1:45pm & submitted. B - scheduled - 6/12/24 4:10pm by 6/14/24. New team members will have their physical within 30 days.		

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<p>3 251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: Staff A, who has worked longer than 6 months as a lead teacher and substitute teacher, is missing a certificate from the Wisconsin Registry documenting the person has met educational qualifications for the position.</p>	<p>(See attached)</p> <p>Staff A, has purchased needed material to meet educational qualification goal - 5/12/24. Has just completed the introduction to the child care professionals. When reviewed, will have qualifications of certified Assst.</p>	<p>Early education Station - goal - 5/12/24</p>	
<p>4 251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff D is missing a certificate of completion for infant and child CPR/AED due within 3 months of beginning work at the center. The training was completed after the licensing visit.</p>	<p>Staff D - had been scheduled for class - completed it</p>		
<p>5 251.05(3)(f)3. Child Care Teacher - Entry-Level Training</p> <p>Description: Staff A and B, who have been working as lead teachers for 6 months or more, are missing qualifications for the lead teacher position. Staff A completed the required course after the licensing visit.</p>	<p>Course completed on 3/16/24</p>	<p>3/16/24</p>	

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6 251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: According to staff, a person who did not have qualifications for an assistant teacher was left alone to supervise children during the last 2 hours of center operation on several different occasions.	Director has update schedule to ensure all qualified staffs care in classrooms 100% of the time.	2/29/24	

NAME - Agency Worker

Colleen Peterson

Date Issued

3/20/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Colleen Peterson

Date Signed

4/3/24

Non Compliance Correction Plan cont.

Violation #3 Staff RecordRegistry Certificate:

Correction Plan: All staff who are required to have a certificate from the Wisconsin Registry will have it within 6 months of starting position.

Violation #4:

All staff will have completed CPR/AED within 3 months of their start date.

Violation #5

All staff will open a profile on the Wisconsin registry. Staff will record completion of all needed materials for their profile to be seen as Assistant teachers and Lead teachers. Director will review the registry to ensure qualification of completed classes have been submitted..