

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
4/22/2024

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)(f) 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 Cottage Grove
Provider Number / Facility ID Number
6000559066 / 058 - 120853

Address - Facility (Street, City, State, Zip Code)
470 N Main St Cottage Grove WI 535279705
Telephone Number
608-221-1571
Date - Regulation Visit
3/20/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(b) Current, Accurate Daily Attendance Record Description: Attendance was not current and accurate on 3/18/24 during the time a self-reported incident involving a child occurred. The center reported the incident occurred at 4:05 pm, but attendance records show the child was signed out at 4:00 pm. Center staff then admitted the 4:00 pm sign-out time was inaccurate, and the child was actually signed out at 4:25 pm on 3/18/24.	Staff were trained on documenting during an emergency to ensure accuracy	4-12-24	

NAME - Agency Worker
Amy Anderson

Date Issued
4/8/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
4-8-24