

Date Correction Plan Due
4/24/2024

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)(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

Provider Number / Facility ID Number

Sun Prairie Ymca

6000559066 / 061 - 1012201

Address - Facility (Street, City, State, Zip Code)
1470 Don Simon Dr Sun Prairie WI 53590

Telephone Number
608-478-4307

Date - Regulation Visit
3/4/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(2)(c) Current, Accurate Information</p> <p>Description: The licensee did not ensure that all information provided to the department is current and accurate when center staff reported that parent notification of an incident at the center was made via email on 3/01/24, but the email notification was actually made on 3/04/24.</p>	<p>Every effort is made to provide accurate information to all parties upon request. Going forward, a second confirmation to confirm accuracy will be made for any requested information</p>	<p>4/24/24</p>	

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<p>2 251.04(4)(a)2.d. Parent Notification - Child's Whereabouts Unknown Description: The center administrator did not immediately notify parents as required and provide sufficient detail to reasonably apprise the parent of an incident on 2/29/24 in which their child's whereabouts were unknown to the assigned caregiver for an extended period of time. The center had contact information for both parents, but only 1 parent was notified of this incident. A voicemail and email was sent to the parent, but no further attempt to notify the parents were made. Parents were unaware of the incident until the department informed them 12 days later on 3/12/24.</p>	<p>While efforts were made in good faith to contact the parents in this instance, the staff will in the future go to great lengths to ensure that necessary communication is delivered in a timely manner, up to and including partnering with other agencies.</p>	<p>4/24/24</p>	
<p>3 251.04(6)(b) Current, Accurate Daily Attendance Record Description: The center does not maintain a current, accurate written record of the daily attendance for each child when the center does not maintain attendance for children enrolled in the center's 4K program, and staff did not sign a 4-year-old child into the Preschool C classroom on February 29, 2024, both of which contributed to a situation in which that child was left alone and unsupervised for over 2.5 hours. In addition, staff do not sign in a 2.5-year-old child who visits the Preschool C classroom each morning.</p>	<p>As a result of this incident, the YMCA has signed on with Brightwheel, a start of the art childcare platform which with the associated staff training will correct this problem going forward. Brightwheel will start in May or June 2024</p>	<p>6/1/24</p>	

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<p>4</p> <p>251.055(1)(a) Supervision Of Children</p> <p>Description: Each child was not supervised by a child care worker within sight and sound to guide the children's behavior and activities when, on 2/29/24, a 4-year-old child was left alone, unsupervised in a classroom for over 2.5 hours. This incident was self-reported by the center.</p> <p>Repeat violation: Previously cited on 7/19/2023</p>	<p>The staff member directly responsible in this incident was suspended immediately and subsequently terminated, and subsequently terminated. In addition, we have intensified our face to face accountability procedures and added Brightwheel as an additional tool.</p>	<p>4/24/24</p>	<p>6/1/24</p>
<p>5</p> <p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center did not implement and adhere to a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times on 2/29/24 when a child was left in a classroom when the group transitioned to another classroom.</p>	<p>We have retrained on our internal procedures and have added Brightwheel as an additional tool to ensure compliance with proper procedures</p>	<p>4/24/24</p>	<p>6/1/24</p>
<p>6</p> <p>251.055(1)(n) Procedure If Absent Without Prior Notification</p> <p>Description: The center did not implement the procedure to contact a parent when a child is absent from the center without prior notification from the parent, when on 2/29/24, a child was believed to be absent from 4K and notification was not made to parents as required.</p>	<p>The staff who violated this procedure can receive a formal written corrective action. In addition we have retrained and intensified procedures and added Brightwheel as an additional tool to ensure compliance.</p>	<p>4/24/24</p>	<p>6/1/24</p>

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<p>7 251.12(2)(a) Department Access To Center</p> <p>Description: The department's licensing representative did not have unrestricted access to child and staff records and other materials when the department requested a complete classroom video documenting an incident that occurred on 2/29/24. Instead of providing the entire video of the timeframe during which the incident reportedly occurred, the center did not provide the last 30 minutes of video depicting the incident. Despite the department's repeated requests for the last 30 minutes of the video, the center failed to provide it and the video is no longer available.</p>	<p>While we believed to have provided the access requested, we understand that this did not happen as intended, we have added CCTV monitors, begun a daily physical & CCTV check in for all classrooms long administrators and when CCTV footage is reviewed & saved for future incidents a 30 minute buffer will be added in either side of the incident will be saved. We will continue to provide all access as requested and for required</p>	<p>4/24/24</p>	

NAME - Agency Worker

Colleen Peterson, Amber Corbit

Date Issued
4/10/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
4/24/24