

**Date Correction Plan Due**  
9/20/2024

**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 Summer Day Camp **Provider Number / Facility ID Number** 6000559066 / 079 - 2002371

**Address - Facility (Street, City, State, Zip Code)** 711 Cottage Grove Rd Madison WI 537161115 **Telephone Number** 608-221-1571 **Date - Regulation Visit** 8/1/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 252.41(4)(a)1.a. <b>Child Record - Enrollment Information</b>  Description: Two children who attended camp during the week of 6/10/24 were missing documentation of having been registered for that week's camp session.	When children register after we print paperwork staff will write in the new weeks	9-10-24	
2 252.41(4)(c) <b>Current, Accurate Daily Attendance Record</b>  Description: Based on a review of attendance records, attendance was not current and accurate during a one-week period in June when there were six instances that week when children who had been signed into care were not signed out.	Staff were retrained to check Attendance Sheets through out the day to ensure they are up to date	9-10-24	

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 252.41(5)(c) <b>Parent Notification - Minor Injury</b>  Description: The parents of a child were not notified at pick-up time on 6/14/24 that their child had sustained an injury that day.	Staff has recollection of informing the parent. Moving forward staff will ensure parents understood the message before the parents leave	9-10-24	
4 252.44(6)(g)3.b. <b>Medical Log - Injuries In Care</b>  Description: Injuries were not logged in the medical log book on the dates they occurred, on the following dates: two children's injuries on 6/14/24 were not logged until 6/18/24; one child's injury on 6/11/24 was not logged until 6/28/24; and at least five other instances of children's injuries were not documented in the medical log book on the dates they occurred.	Medic will have dedicated time to write injuries into the med log daily	9-10-24	

NAME - Agency Worker  
 Amy Anderson  
 Date Issued  
 9/6/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee  
  
 Date Signed  
 9-10-24