

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**TO FILE A COMPLAINT CALL**  
608-422-6765

**Date Correction Plan Due**  
1/17/2025

**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.

<p><b>Name - Certified Operator / Licensed Center</b> Ymca East Y</p>		<p><b>Provider Number / Facility ID Number</b> 6000559066 / 001 - 1006857</p>	
<p><b>Address - Facility (Street, City, State, Zip Code)</b> 711 Cottage Grove Madison WI 537161115</p>		<p><b>Telephone Number</b> 608-235-7780</p>	
<p><b>Rule/Statute Number</b> <b>Noncompliance Statement</b></p>		<p><b>Correction Plan</b></p>	
<p>1 251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Based on a review of children's attendance records for the Giraffe Room in September 2024, attendance was not current and accurate on 9/09/24 when a child who was signed in was not signed out. The same attendance records also showed multiple instances of children being signed in and out at overlapping times on the same dates.</p>		<p>As the program has learned, with the new software it is extremely important for the devices to remain in room mode, for accurate reporting of child ratios and staff ratios. What had been discovered was that when not in room mode a child could end up in multiple classrooms. The staff have all been retrained on the proper settings for the room device. Overlapping of devices would offset accurate accountability to each classroom. Each classroom will have their device set room mode only. Eliminate any crossing over of ratios or attendance, in the reporting of accurate data.</p>	
		<p><b>Expected Completion Date</b> 1/15/2025</p>	<p><b>Verification Date</b></p>

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 10/4/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2 251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b> Description: Documentation of the days and hours staff worked, and in which classroom when they were included in the staff-to-child ratio, was not maintained for the Giraffe Room during the month of September 2024. There were 18 days when staff signed out of the Giraffe Room in the afternoons, leaving no staff signed in, when between seven and thirteen children were still signed into the classroom on each of those days.	The staff have been retrained in our new software to ensure that we are maintaining correct staff to child ratios and signing in and out correctly.	1/15/2025	
3 251.055(2)(a) <b>Group Size - Maximum</b> Description: Maximum group size of 12 children when two-year-old children are included was exceeded in the Giraffe Room on 9/19/24 when 13 children were signed in from 9:09 am to 4:23 pm.	Each classroom will have their device set to Room Mode. This will eliminate any crossing over of ratios or attendance in reporting of accurate data.	1/15/2025	
4 251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b> Description: Minimum staff-to-child ratios were exceeded in the Giraffe Room on 19 days in September 2024.	The staff have all been retrained on the proper settings for the room device. Overlapping of devices would offset accurate accountability to each classroom.	1/15/2025	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Ymca East Y		6000559066 / 001 - 1006857		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
711 Cottage Grove Madison WI 537161115		608-235-7780	10/4/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
Verification Date				
5	<p>251.055(2)(d)  <b>Mixed Age Group With Children Under Age 2 - Group Size</b>            Description: Maximum group size of eight children when a child under age two was included, was exceeded in the Giraffe Room on 9/03/24 from 8:56 to 9:35 am when 10 children - including a one-year-old child - were signed in, and on the same date, same room from 9:35 am to 4:07 pm when 12 children were signed in, including the one-year-old child. Maximum group size was also exceeded in the Giraffe Room on 9/25/24 from 3:43 to 4:09 pm when between nine and eleven children were signed in with a one-year-old child in the group.</p>	<p>All staff have been retrained on Mixed age groups and the ratio sizes required. In addition to this the staff have been retrained on the device software to ensure mistakes do not occur when mixing age groups.</p>	1/15/2025	
6	<p>251.12(2)(a)  <b>Department Access To Center</b>            Description: The department did not have unrestricted access to the premises identified in the license, including access to child records, when the licensing specialist requested birthdates of specific children as part of a complaint investigation. Staff A questioned why the birthdates were needed, and then provided only some of the requested birthdates. Only after the licensing specialist contacted YMCA executive staff did Staff A provide a few more birthdates, but two birthdates were still not provided. Executive staff then provided all of the requested birthdates.</p>	<p>All staff will have been met with and understand that the licensing department has access to child and staff records.</p>	1/15/2025	

NAME - Agency Worker  
 Amy Anderson

Date Issued  
 1/3/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed  
 1/17/25