

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
7/7/2025

**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		Provider Number / Facility ID Number	
Sun Prairie Ymca		6000559066 / 061 - 1012201	
<b>Address - Facility (Street, City, State, Zip Code)</b> 1470 Don Simon Dr Sun Prairie WI 53590		<b>Telephone Number</b> 608-478-4307	<b>Date - Regulation Visit</b> 6/9/2025
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date
1 251.04(2)(h) Policies Submitted & Implemented	Description: The center did not follow its own written policy on children with special needs. The written policy states that in evaluating whether a child with special needs can be accommodated, staff will work closely with the family. Contrary to the center's written policy, staff did not work closely with the family and instead sent the family a letter informing the family that the child would be disenrolled if the family did not provide a specific service for the child at the center.	going forward efforts will be made to meet with parents, or to offer a meeting before sending a dismissal letter, thus supporting the working closely part of the policy.	6/26/2025
			<b>Verification Date</b>

**NAME - Agency Worker**  
Amy Anderson

**Date Issued**  
6/23/2025

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*Sarah Reppas*

**Date Signed**

6/26/2025