

Date Correction Plan Due 4/29/2026	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 Northside		Provider Number / Facility ID Number 6000559066 / 056 - 1009311	
Address - Facility (Street, City, State, Zip Code) 230 W Klubertanz Dr Sun Prairie WI 535901468		Telephone Number 608-837-8221	Date - Regulation Visit 4/13/2026
		Correction Plan	
1	251.04(6)(a) Child Record - Maintenance & Availability Description: During the licensing visit, staff did not have access to the majority of children's records, including health history, immunization record, some enrollment information, and written parent authorization for emergency medical treatment. Children's records were provided after the visit by another staff person.	Records were on site at time of visit but staff forgot how to obtain them in Brightwheel. Staff has been shown to procedure to find childrens records in Brightwheel.	Expected Completion Date 4-16-26
2	251.06(3)(b)2 Emergencies - Practice Written Plans Description: Required monthly fire drills were not conducted in January or March 2026.	Staff were reminded about fire drill policies. Drills moving forward will be done monthly	Expected Completion Date 4-16-26

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230 W Klubertanz Dr Sun Prairie WI 535901468		608-837-8221	4/13/2026
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date
Verification Date			
3	<p>251.07(6)(f)5. Medication Administration - As Labeled & Authorized</p> <p>Description: During the licensing visit, staff did not have access to a child's medication for a critical condition when the key for the lock on the container where medication was stored did not match and could not be unlocked. Because there was no access to the medication, the medication could not have been administered as labeled and authorized.</p>	A New lock and key have been purchased so the medicine can be locked and unlocked properly.	4-16-26
4	<p>251.095(2m)(b) School-Age Care - Supervision Of Children Age 7 And Older</p> <p>Description: During the licensing visit, children under age seven were not supervised by sight and sound when two five-year-old children were allowed inside the building alone when the rest of the group and staff were outside.</p>	Supervision policy was gone over with staff. All students and staff will go inside together should there not be additional staff available	4-16-26

NAME - Agency Worker
 Amy Anderson

Date Issued
 4/15/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

4-16-26