

<b>Date Correction Plan Due</b> 5/1/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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**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.

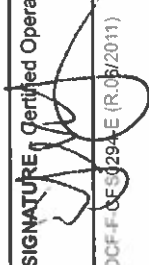
Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Ymca Sch Age Care - Electa Quinney		5000560455 / 032 - 1001609	
Address - Facility (Street, City, State, Zip Code) 2601 Sullivan Ave Kaukauna WI 541303564		Telephone Number 920-830-5720	Date - Regulation Visit 3/14/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(2)(L)1.a. <b>Monitoring Results Posted</b>  Description: The current licensing statement of noncompliance and correction plan (visit 05/31/2023) was not posted at either program. The posted noncompliance and correction plan was from the 03/28/2023 visit.	Staff will have current licensing statement posted.	3/18/2024	
2 251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: The provider did not maintain a current, accurate written record of the daily attendance with the actual time of arrival for each child when a child care worker signed all children into care prior to their actual arrival.	Staff will maintain a current/accurate record of attendance.	3/18/2024	

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3	<p>251.05(2)(a)3.a.  <b>Staff Record - Physical Examination</b></p> <p>Description: In 4 of 5 staff records reviewed, there was no documentation of a report on a physical examination that was completed not more than 12 months prior to nor more than 30 days after the person was hired.</p> <p>Repeat violation: Previously cited on 5/31/2023, 3/28/2023, 11/22/2022</p>	Staff will obtain the physical examination and put in their staff record.	3/18/2024	
4	<p>251.05(4)(a)  <b>Staff Orientation - Develop, Implement, Document</b></p> <p>Description: in 2 of 5 staff records reviewed, there was no documentation of an orientation program that all new employees, substitutes, and regularly scheduled volunteers shall complete and document within their first week at the center.</p>	Staff will complete orientation documentation	3/18/2024	
5	<p>251.055(1)(a)  <b>Supervision Of Children</b></p> <p>Description: During the licensing visit on 03/14/2024, child care workers failed to guide the behavior and activities of the school-aged children to prevent harm, and ensure safety when multiple children were observed by the Licensing Specialist independently leaving the cafeteria to go the restrooms around the corner or to their backpacks stored in the hallway. A group of boys were observed to be in the restroom unsupervised for 10 minutes. Child care workers confirmed that they did not know which children were in the restroom.</p> <p>Repeat violation: Previously cited on 3/28/2023</p>	Staff will supervise all children in all areas of program.	3/18/2024	

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6	<p>251.055(1)(f)  <b>Child Tracking Procedure</b></p> <p>Description: During the licensing visit on 03/14/2024, child care workers failed to implement the child tracking procedure of each staff member knowing the whereabouts of each child when multiple children were observed by the Licensing Specialist independently leaving the cafeterium to go the restrooms around the corner or to their backpacks stored in the hallway. A group of boys were observed to be in the restroom unsupervised for 10 minutes. Child care workers confirmed that they did not know which children were in the restroom. No tracking system was used.</p> <p>Repeat violation: Previously cited on 3/28/2023</p>	Staff will implement child tracking procedures.	3/10/2024
			Verification Date

NAME - Agency Worker  
Erin Taylor

Date Issued  
4/17/2024

SIGNATURE  Certified Operator or Designee / Licensee or Designee

Date Signed  
4-30-24