

Date Correction Plan Due 7/17/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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 Ymca Appleton - Child Care Center		Provider Number / Facility ID Number 5000560455 / 024 - 420063		
Address - Facility (Street, City, State, Zip Code) 218 E Lawrence St Appleton WI 549115724		Telephone Number 920-954-7636	Date - Regulation Visit 7/2/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: One child did not have a current (once every 6 months) physical on file - see checklist. Repeat violation: Previously cited on 7/11/2023, 2/3/2023	All children will have an up to date physical exam parents have until 8/5 to update or risk termination of care.	8/5/2024	
2	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: One child did not have a current (once every 2 years) physical on file - see checklist. Repeat violation: Previously cited on 7/11/2023, 2/3/2023, 8/8/2022	All children will have an up to date physical exam parents have until 8/5 to update or risk termination of care.	8/5/2024	

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: One staff member was missing their physical exam on file after 30 days of employment - see checklist. Repeat violation: Previously cited on 2/3/2023	Staff member will have their physical exam on file, in their digital file to be done by 8/30/24 or risk disciplinary action.	8/30/2024	
4	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Two staff members did not have their educational qualifications in their files after 6 months of employment - see checklist.	Staff members will have their Eduational qualifications and their H.S. Diplomas in their file and on the registry. Failure to do wo will result in disciplinary action for the staff.	8/30/2024	
5	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Three staff members did not have an orientation in their files withing their first week of employment - see checklist.	Director will fill out the correct oriantaion. checklist for the ones that are missing for the staff	8/30/2024	
6	251.06(3)(a) Emergencies - Written Plans Description: The new Fox and Gopher room did not have emergency evacuation routes posted inside the room.	Emergency plan will be posted above the dual sink in the new fox and gopher rooms.	8/5/2024	

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7	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: One child in the Otter room did not have a current (updated once every 3 months) intake form - see checklist. Repeat violation: Previously cited on 7/11/2023, 8/8/2022	All children will have an up to date intake parents have until 8/5 to update or risk termination of care.	8/5/2024

NAME - Agency Worker
Jill Kellner

Date Issued
7/3/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Matthew T. Kozeski

Date Signed

7/30/2024