

<b>Date Correction Plan Due</b> 10/23/2024	<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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Neenah-Menasha Ymca Child Dev Ctr		5000560455 / 029 - 420513		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
110 W North Water St Neenah WI 54956		920-886-2160	5/23/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: On May 22, 2024, childcare workers failed to supervise a 3-year-old child when a childcare worker returned to their classroom with a group of children leaving the child in the bathroom. The child returned to the classroom on their own but was unable to open the door, so they stood outside the door until being noticed by another childcare worker. The child was without sight and sound supervision for approximately one (1) minute.</p> <p>The violation is the result of a self-reported incident by the center as required by licensing.</p> <p>Order issued.</p> <p>Repeat violation: Previously cited on 10/12/2022</p>	<p>Staff are retrained on center expectations. Staff communicate with each other who is leaving the space, number of children and names. Children are accounted for leaving classroom, entering bathroom, leaving bathroom and entering classroom. Staff also are required to watch 3-4 videos on child supervision. Staff involved were put on a corrective action plan and coached.</p>	5/23/24	

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2	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: On May 22, 2024, a childcare worker failed to adhere to the center's child tracking procedure of doing a name to face child count with their tracking sheet after the children used the bathroom and returned to the classroom resulting in a child being left behind in the bathroom.</p> <p>The violation is the result of a self-reported incident by the center as required by licensing.</p> <p>Order issued.</p> <p>Repeat violation: Previously cited on 10/12/2022</p>	<p>Staff are retrained on center procedures involving student tracking. There is a 1/2 hour check sheet for each room. On the back of that sheet is a check of students for leaving/entering a space.</p>	5/24/24

NAME - Agency Worker  
Ruth Sprangers

Date Issued  
10/9/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Mary A. Siebet*

Date Signed

10/17/24