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| Date Correction Plan Due 4/17/2025 | 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.

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|---|---|--|--|--------------------------|
| Name - Certified Operator / Licensed Center Ymca - Fox West Hortonville | | Provider Number / Facility ID Number 5000560455 / 051 - 1014295 | | |
| Address - Facility (Street, City, State, Zip Code) 240 Warner St Hortonville WI 54944 | | Telephone Number 920-886-2102 | Date - Regulation Visit 4/1/2025 | |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
| 1 | 251.05(2)(a)1. Staff Record - Personal Information Description: Based on record review on 4/1/25 according to Staff Record Checklist pg. 1 Staff Member C failed to have a Staff Record Form on file. | <i>Staff Member C's file has been moved to site from previous placement.</i> | 5.28.25 | |
| 2 | 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based on record review on 4/1/25 according to Staff Record Checklist pg. 1 Staff Member B, C and J ; Staff Record Checklist pg. 2 Staff Member D failed to have a Staff Health Report on file. | <i>pg 1 - B, C, J pg 2 - D Copies on site at Fox West Y - copies sent to licensur.</i> | 5.28.25 | |

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| 3 | 251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Based on record review on 4/1/25 according to Staff Record Checklist pg. 1 Staff Member C failed to have educational qualifications on file. | Staff C is registered for courses during summer 2025 for qualifications. | 5.28.25 | |
| 4 | 251.05(2)(a)7. Staff Record - Continuing Education Description: Based on record review on 4/1/25 according to Staff Record Checklist pg. 1 Staff Member A, B and J ; Staff Record Checklist pg. 2 A, B, D failed to meet continuing education requirements for the 2024 year. | Staff will be retrained in recording continuing education hours and the licensing requirements based on hours. | 6.9.25 | |
| 5 | 251.05(2)(a)8. Staff Record - Orientation Description: Based on record review on 4/1/25 according to Staff Record Checklist pg. 1 Staff Member C failed to have orientation on file. | Staff C's file is now on site. | 5.28.25 | |
| 6 | 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Based on record review on 4/1/25 according to Staff Record Checklist pg. 1 Staff Member A and C failed to CPR on file. | Staff A will be taking CPR renewal Staff C's file is now on site. | 5/28/25 | |

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| 7 | 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Based on record review on 4/1/25 according to Staff Record Checklist pg. 1 Staff Member J; Staff Record Checklist pg. 2 Staff Member B failed to have Biennial Child Abuse and Neglect on file. | Staff B & J will retrain CAN Training will be offered for new summer staff; staff whose is due in June. | 6-9-25 | |
| 8 | 251.06(3)(b)2. Emergencies - Practice Written Plans Description: Based on record review on 4/1/25 the program failed to practice a fire drill in the month of March 2025. | Staff will be retrained on timing and procedures of practicing & recording tornado : fire drills. | 6-6-25 | |
| 9 | 251.06(9)(d)2.b. Food Storage - Distance Above Floor Description: Based on observation on 4/1/25 the food/snack was stored on the floor. It was not to be observed at least 8 inches above the floor. | At our end of the year/start of school meetings, staff will be re-trained on proper food storage | 6-6-25 | |

NAME - Agency Worker
Cassandra Debauche

Date Issued
4/3/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Cy Traylor

Date Signed

5-28-25