

<b>Date Correction Plan Due</b> 9/1/2025	<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> Heart Of The Valley Ymca		<b>Provider Number / Facility ID Number</b> 5000560455 / 031 - 1005919		
<b>Address - Facility (Street, City, State, Zip Code)</b> 225 W Kennedy Ave Kimberly WI 541362836		<b>Telephone Number</b> 920-830-5704	<b>Date - Regulation Visit</b> 7/16/2025	
	<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: The center self reported that on July 11, 2025, two child care workers failed to supervise a five-year-old child when they left the child alone in the classroom after taking a group to The Kids Corner. The child was alone for approximately 15-20 minutes.</p>	<p>All staff were reeducated on how to complete a name-to-face. Staff are required to document a name to face every hour. They are also required to do a name to face in their heads every 15 mins. Staff must do a name to face before opening a door and again before closing a door when transitioning. Staff are also checking with each other to confirm their name to face is the same before moving on. Staff must know the # of children as well as the names of the children in their care at all times.</p>	08/01/25	
2	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: The center self reported that on July 11, 2025, two child care workers failed to implement the center's tracking procedure of conducting a name to face check before leaving and upon arrival to the new destination, resulting in a five-year-old child being left alone in a room for approximately 15-20 minutes while the workers and class went to another area.</p>	<p>All staff were reeducated on how to complete a name-to-face. Staff are required to document a name to face every hour. They are also required to do a name to face in their heads every 15 mins. Staff must do a name to face before opening a door and again before closing a door when transitioning. Staff are also checking with each other to confirm their name to face is the same before moving on. Staff must know the # of children as well as the names of the children in their care at all times.</p>		

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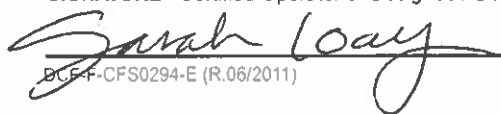
Verification  
Date

NAME - Agency Worker  
Erin Taylor

Date Issued  
8/18/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



9/4/25