

Date Correction Plan Due 11/11/2025	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.

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 8/4/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) Supervision Of Children Description: Facility self-reported that on 7/18/25 staff did not supervise children when a 3 year old child was left in the classroom for 5 minutes while the rest of the class went to the family center.	<i>implemented name to face rosters to be done every hour + when classrooms are transitioning</i>	<i>7/18/2025</i>	
2	251.055(1)(f) Child Tracking Procedure Description: On July 18, 2025, the child care worker did not use the center tracking system of ensuring the tracking sheet was up to date and conducting a name to face attendance, resulting in a 3-year-old child being left in the classroom for approximately 5 minutes while the class went to the family fun center.	<i>Teachers were re-trained on proper tracking procedure via SOP + given a written warning.</i>	<i>7/18/2025</i>	

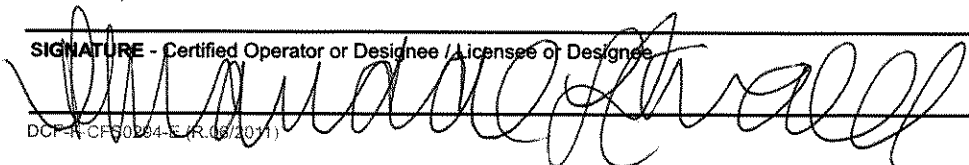
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Noncompliance Statement			

NAME - Agency Worker
Jill Kellner, Jessica Farah

Date Issued
10/28/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



10/30/25