

<b>Date Correction Plan Due</b> 1/22/2026	<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> Neenah-Menasha Ymca Child Dev Ctr		<b>Provider Number / Facility ID Number</b> 5000560455 / 029 - 420513	
<b>Address - Facility (Street, City, State, Zip Code)</b> 110 W North Water St Neenah WI 54956		<b>Telephone Number</b> 920-886-2160	<b>Date - Regulation Visit</b> 12/18/2025
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
1	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: On December 9, 2025, child care workers failed to supervise a 2.5-year-old child when the child was left in the classroom alone for three (3) minutes when the workers took the rest of the class to the gym. The child was found by another child care worker when the child came out of the room and approached the worker.</p> <p>The above violation is the result of a self-reported incident as required by licensing.</p> <p>Order issued.</p> <p>Repeat violation: Previously cited on 5/23/2024</p>	<p>Corrective action plan given to staff involved.</p> <p>Re-training of all staff on policy + procedures.</p>	2/27/2026

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2	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: On December 09, 2025, staff workers failed to implement the centers name to face tracking procedure when exiting the classroom and again when reaching their destination. These failures resulted in a child being left behind in their classroom for three (3) minutes.</p> <p>The above violation is the result of a self-reported incident as required by licensing.</p> <p>Order issued.</p> <p>Repeat violation: Previously cited on 5/23/2024</p>	<p>Re-training of all staff on policy + procedures.</p> <p>Admin team "check-ins" to oversee processes are being upheld.</p>	<p>2/27/2026</p> <p>2/27/2026 + ongoing</p>

**NAME - Agency Worker**  
Ruth Sprangers

**Date Issued**  
1/8/2026

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*Mary Siebert*

**Date Signed**

*1/8/2026*