

Date Correction Plan Due 9/18/2025	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 5000 60455 / 024 - 420063		
Address - Facility (Street, City, State, Zip Code) 218 E Lawrence St Appleton WI 549115724		Telephone Number 920-954-7636	Date - Regulation Visit 4/22/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(2)(c)3. Time Out - Time Description: A staff member put a 3 year old child on a time out at the table for 10 minutes.	<i>Staff member was terminated</i>	<i>4/23/25</i>	
2	251.07(2)(e) Child Guidance - Prohibited Actions Description: A staff member took a 3 year old child's arms out from under the table and placed them in front of him on the table and then when the child placed his head on the table she picked up his head and told him to eat.	<i>Staff member was terminated</i>	<i>4/23/25</i>	10/30/2025

Name - Certified Operator / Licensed Center Ymca Appleton - Child Care Center	Provider Number / Facility ID Number 5000 60455 / 024 - 420063
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NAME - Agency Worker
Jill Kellner

Date Issued
9/4/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Ashley Bookman

Date Signed

1/06/26

Address - Facility (Street, City, State, Zip Code) 218 E Lawrence St Appleton WI 549115724		Telephone Number 920-954-7636	Date - Regulation Visit 4/22/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.07(2)(e)3. Prohibited Actions - Physical Restraint, Restriction, Enclosure Description: Two staff members used chairs to restrain a 3 year old child's movements on 2 different occasions in April of 2025.	① Staff member was terminated ② Staff member was retrained on guidance techniques	<i>4/23/25</i>	10/30/2025