

Date Correction Plan Due 2/3/2026	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 Neenah-Menasha Ymca Child Dev Ctr	Provider Number / Facility ID Number 5000560455 / 029 - 420513
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Address - Facility (Street, City, State, Zip Code) 110 W North Water St Neenah WI 54956	Telephone Number 920-886-2160	Date - Regulation Visit 1/14/2026
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: On 1/12/26, child care workers failed provide sight and sound supervision to a 3.5-year-old child when they exited Adventure Alley with the remainder of the class leaving the child behind. The child walked down the hallway to their normal exit door but was unable to open the door, where they were found by a Ymca member. The child failed to be supervised by center staff for approximately 3.5 minutes. The child was returned to the classroom by a Ymca membership services member.</p> <p>The above violation is the result of a self-reported incident as required by licensing.</p> <p>Imposed Order issued.</p> <p>Repeat violation: Previously cited on 12/18/2025, 5/23/2024</p>	<p>All staff taking "Keeping Children Safe" training.</p> <p>Administration will monitor classroom procedures + "spot check" regularly.</p>	4/20/2026	

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2	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: On January 12, 2026, staff workers failed to implement the centers name to face tracking procedure when exiting Adventure Alley and again when reaching their classroom/destination. These failures resulted in a child being left behind in Adventure Alley. The child's whereabouts were unknown to the assigned child care workers for approximately 3.5 minutes.</p> <p>The above violation is the result of a self-reported incident as required by licensing.</p> <p>Imposed Order issued.</p> <p>Repeat violation: Previously cited on 12/18/2025, 5/23/2024</p>	<p>All staff taking "Keeping Children safe" training.</p> <p>Face-to-name check on clipboard and in Lillio app is expected procedure.</p> <p>Staff given corrective action plan for failure to follow procedure</p>	<p>4/20/2026</p> <p>1/16/2026</p> <p>1/16/2026</p>	
3	<p>251.06(1)(c) Space Designated For Children</p> <p>Description: On premises additional play space-Adventure Alley- designated for use by children may only be used by children and staff and may not be used for other purposes while the center is open.</p> <p>Center children failed to have exclusive use to Adventure Alley during their play time- general public children and adults were present in the play space with them on 1/12/26.</p>	<p>Classes will not co-mingle with members in Adventure Alley.</p> <p>Designated times will be blocked for center use.</p>	<p>1/23/2026</p> <p>1/30/2026</p>	

NAME - Agency Worker
Ruth Sprangers

Date Issued
1/20/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Mary A Siebert

1/22/2026