

Date Correction Plan Due 3/10/2026	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 Ymca Sch Age - Horace Mann		Provider Number / Facility ID Number 5000560455 / 068 - 2006651		
Address - Facility (Street, City, State, Zip Code) 1021 Oak St Neenah WI 549564126		Telephone Number 920-209-5923	Date - Regulation Visit 2/19/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: None of the staff members had a physical in their files after 30 days of employment - see checklist.	Completed physical forms will be brought to school site so they can be added to staff files.	March 2nd, 2026	
2	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Two staff members, #D and E did not have their educational qualifications in their file after 6 months of hire - see checklist.	Staff members will be registered and asked to complete required coursework.	May 1st, 2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
3	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: One staff member, #F, did not have her orientation in her file - see checklist.	Orientation will be brought to the site to be added to staff file.	March 2nd, 2026

NAME - Agency Worker
Jill Kellner, Dao Xiong

Date Issued
2/24/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
2/25/2026