

Date Correction Plan Due 12/19/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
-----------------------------------------------	----------------------------------------------------	-------------------------------------------------

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	
Address - Facility (Street, City, State, Zip Code) 110 W North Water St Neenah WI 54956		Telephone Number 920-886-2160	Date - Regulation Visit 11/11/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(2)(m) Health, Safety & Welfare Of Children Description: for a period between August and October 2025, a child care worker admitted to giving children, ages 13 months to 23 months, melatonin gummies prior to naptime, so the children would sleep well. The child care worker placed the melatonin in the child's mouth or hid it in their lunch. The child care worker administered the supplement without an authorization from the parents to do so. The above violation is the result of a self-reported incident as required by licensing. Order/Direct Forfeiture issued.	Employee was terminated. Licensing rules are being reviewed with staff.	12/1/2025	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Neenah-Menasha Ymca Child Dev Ctr		5000560455 / 029 - 420513		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
110 W North Water St Neenah WI 54956		920-886-2160	11/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2	251.07(5)(b)1. Mealtime - Staff With Children Description: Staff failed to sit with children at the table during mealtimes as required. Observed it the Chipmunk room.	Staff in whole center are reminded and retrained on expectations.	1/30/2026	
3	251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: Eating surfaces failed to be washed and sanitized before and after each use. A 2- step process shall be used. Observed it the Chipmunk room.	Staff in whole center are reminded and retrained. New signs/visuals will go up in rooms.	2/28/2026	
4	251.07(6)(i)1. Washing Child's Hands & Face Description: A child's hand failed to be washed with soap and warm running water before meals and after diapering. Observed it the Chipmunk room.	Staff in whole center are reminded and retrained. New signs/visuals will go up in rooms.	2/28/2026	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Neenah-Menasha Ymca Child Dev Ctr		5000560455 / 029 - 420513		
Address - Facility (Street, City, State, Zip Code) 110 W North Water St Neenah WI 54956		Telephone Number 920-886-2160	Date - Regulation Visit 11/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
5	251.07(6)(i)2. Adult Handwashing Description: Persons working with children failed to wash their hands with soap and warm running water before handling food, before and after assisting with diapering. Observed it the Chipmunk room.	Staff in whole center are retrained + reminded.	2/28/2026	
6	251.09(3)(a)7. Infant & Toddler - Leftover Milk Or Formula Description: Child care workers failed to discard leftover milk or formula after each feeding and rinse bottle after use. Children's bottles were placed back into the refrigerator after children partially drank the contents. Observed it the Chipmunk room.	Staff have been retrained on this procedure. Milk is not saved and wastes are housed in alternate areas.	12/10/2025	
7	251.09(4)(a)11. Infant & Toddler - Cleaning Child's Diaper Area Description: Child care workers failed to wash the child's diaper area before each diapering with a disposable or fabric towel used only once. Observed it the Chipmunk room.	Staff have been retrained on procedures.	12/10/2025	

Name - Certified Operator / Licensed Center Neenah-Menasha Ymca Child Dev Ctr		Provider Number / Facility ID Number 5000560455 / 029 - 420513	
Address - Facility (Street, City, State, Zip Code) 110 W North Water St Neenah WI 54956		Telephone Number 920-886-2160	Date - Regulation Visit 11/11/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
8	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: Child care workers failed to change each child on an easily cleanable surface that is cleaned with soap and water and a disinfectant solution after each use. A 2-step process shall be used. Observed it the Chipmunk room.	Staff have been retrained on procedures.	12/10/2025

NAME - Agency Worker
Ruth Sprangers

Date Issued
12/9/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Mary Siebert

Date Signed

12/10/2025