DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
9/29/2026		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		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** 9/2/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) **Supervision Of Children** Description: The center self-reported that on August 26, 2026, child care workers left a 2-year-old child in the classroom for approximately 18 minutes as they transitioned to the gym. The child was found by a parent alone in the classroom. Repeat violation: Previously cited on 1/14/2026, 12/18/2025	Staff involved were let go. All remaining staff re-trained during staff meeting and through corporate supervision expectations.	October 20, 2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2	251.055(1)(f) **Child Tracking Procedure** Description: The self-reported that on August 26, 2026, child care workers failed to implement the center's tracking procedure of performing a face to name check before and after transitioning from one space to another and at a minimum of every 15 minutes resulting in the child care workers not knowing the whereabouts of a 2-year-old child. The child's whereabouts were unknown to the assigned child care workers for approximately 18 minutes. Repeat violation: Previously cited on 1/14/2026, 12/18/2025	Staff re-trained during staff meeting about tracking procedures and child safety expectations.	October 29, 2026	
3	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: Based on video review, on August 26, 2026, child care staff did not properly disinfect the diaper changing surface. Child care staff did not apply soap and water before using disinfectant. Repeat violation: Previously cited on 11/11/2025	Staff reminded of proper diapering procedures. Admin will "spot check" classes going forward.	October 20, 2026	

NAME - Agency Worker
Dao Xiong

Date Issued
9/14/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Mary Siebert

Date Signed
9/30/2026