

Date Correction Plan Due 10/31/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Early Learning Center		Provider Number / Facility ID Number 9000555769 / 001 - 120486		
Address - Facility (Street, City, State, Zip Code) 221 Dodge St Janesville WI 535483885		Telephone Number 608-754-9622	Date - Regulation Visit 9/30/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(2)(e) Child Guidance - Prohibited Actions Description: Video footage showed multiple instances of staff using prohibited actions when a 4-year-old child was yanked by the arms and roughly handled, resulting in grab marks on the child's underarm, bicep and back. Additionally, a teacher grabbed the child by the wrists from behind and pulled up, rotating the child's arms unnaturally, which was potentially injurious. The incident was self-reported by the center.	<ul style="list-style-type: none"> • Staff involved were placed on leave immediately pending investigation and were subsequently terminated for not following proper restraint procedures. • On October 3, 2025, all staff participated in a full-day of professional development covering: managing challenging behaviors, supporting children's emotions, proper restraint and documentation procedures, and effective parent/staff communication. • Center policies and staff handbook have been updated to clearly outline behavior expectations and required procedures. • Additional supporting documentation is attached. 	10/3/25	

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2	251.07(2)(e)3. Prohibited Actions - Physical Restraint, Restriction, Enclosure Description: Video footage showed Staff C, used a prohibited action when a 4-year-old child was restrained on the staff person's lap on a playground bench while the child struggled to break free. Additionally, staff forcefully and abruptly turned the child around to face them and restricted the child's movement while talking to the child.	• Staff involved were placed on leave immediately pending investigation and were subsequently terminated for not following proper restraint procedures.	10/3/25

NAME - Agency Worker
Sara Bossingham Obrien

Date Issued
10/6/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Cingie Wilson

Date Signed

10/25/25

1. Immediate Action Taken

The staff members involved were placed on administrative leave immediately pending investigation.

Following the completion of the police investigation, it was determined there was **no intent to abuse**. However, the YMCA terminated the staff members for **failure to follow proper procedures** related to restraining a child, including lack of documentation and failure to communicate the incident to the parent.

2. Staff Training and Professional Development

On **October 3, 2025**, all staff participated in a **full-day professional development training** to reinforce appropriate behavior management and reporting practices.

Training topics included:

- Managing challenging behaviors
- Supporting children's emotional regulation
- De-escalation techniques
- Proper restraint procedures and documentation requirements
- Effective parent and staff communication

Attendance was mandatory, and completion was documented in staff training files.

3. Policy and Handbook Updates

The YMCA's **policies and staff handbook** have been reviewed and updated to:

- Clearly outline expectations regarding staff conduct and behavior management
- Define prohibited actions and the appropriate use of interventions
- Inform families of how the center responds when behaviors escalate
- Reinforce the requirement for immediate documentation and parent notification following any behavioral incident

All staff received and signed acknowledgment of the updated policies.

4. Revised Procedures for Managing Challenging Behaviors

To prevent reoccurrence and ensure child safety, updated procedures have been implemented:

- Staff will **not restrain or physically touch** a child except when necessary to prevent imminent harm to others or themselves.
- If a child's behavior poses a safety risk to others, the **classroom will be cleared** to maintain safety. If causes the classroom to be out of ratio, parents will be notified immediately for pick up.
- **Leadership staff must be contacted immediately** to provide direction and support. Documentation of the incident will take place.
- **Parents will be informed promptly** regarding the incident, behaviors observed, and steps taken to ensure safety and appropriate follow-up.

These procedures have been communicated to all staff and are being monitored through ongoing supervision and classroom observations.

5. Monitoring and Follow-Up

Leadership will continue to conduct **ongoing classroom observations** to ensure continued compliance with behavior management policies. Any deviations will be addressed immediately through coaching or corrective action as appropriate.