

Date Correction Plan Due 8/30/2024	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		Provider Number / Facility ID Number		
Nsgc Day Camp		6000587786 / 005 - 2005520		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
N8421 North Shore Rd Menasha WI 549529788		877-671-2267	7/10/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	252.05(3)(b) Ages Served Description: Based on observation, record review and interview a 4 year old child was in care for the week. The program made an exception to allow one 4 year old to attend as they are a relation to another camper. The program failed to notify the department of this change.	We will notify the department of any enrollment age exceptions, but do not expect to make exceptions in 2025 Season.	2025 Season	
2	252.07(3)(b) Annual Training - Child Abuse & Neglect Description: Based on record review on 7/10/24 according to the Staff Record Checklist Staff Member A, C, D, E failed to have Child Abuse and Neglect training on file.	All staff members will have their certificates for Child Abuse & Neglect training on file.	2025 Season	

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3	252.41(2)(d) Report - Change In Camp Director Description: The program failed to notify a change in director to the department within the required time frame.	We will notify the department of a change in director in compliance with the rules.	2025 Season	
4	252.41(4)(a)6. Child Record - Health History Description: Based on record review on 7/10/24 according to the Child Record Checklist Child 6 failed to have a health history on file.	All campers will have their health history on file & available for review.	2025 Season	
5	252.42(1)(a)1. Staff File - Personal Information Description: Based on record review on 7/10/24 according to the Staff Record Checklist Staff Members A, B, C, D, E failed to have staff record form on file.	All staff members will have a Staff Record form on file & available for review.	2025 Season	
6	252.42(1)(a)4. Staff File - Pre-Camp Training Description: Based on record review on 7/10/24 according to the Staff Record Checklist Staff Member A, C, D, E failed to have pre-camp training on file.	All staff members will have pre-camp training records on file & available for review.	2025 Season	

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7	252.42(2)(b)2. Camp Director - Age & Experience / Education Description: Based on record review on 7/10/24 according to the Staff Record Checklist Staff Member A failed to have age, experience and education on file.	Our Camp director's age, experience & education will be kept on file & will be available for review.	2025 Season	
8	252.42(2)(d) Camp Counselor - Minimum Age, High School Completion Or Equivalent Description: Based on record review on 7/10/24 according to the Staff Record Checklist Staff Member A, C, D, E failed to have high school diploma or it's equivalent on file.	We keep all staff members' H.S. Diplomas on file and will ensure they are available for review.	2025 Season	
9	252.42(3)(e) Cardiopulmonary Resuscitation Training Description: Based on record review on 7/10/24 according to the Staff Record Checklist Staff Member A, B, C, D, E failed to have CPR on file.	All staff members are trained in CPR and certifications are kept on file and will be available for review.	2025 Season	

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10	252.43(3m)(h) Meal Preparation - Location / Transportation Requirements Description: Based on record review the program failed to have a recent kitchen inspection on file with the department. The most recent kitchen inspection that is on file and that was completed was August 2022.	We will provide the most recent, annual kitchen inspection report before our next camp season.	2025 Season	
11	252.44(7)(b)1.b. Waterfront Supervisor - Life Guard Certification Description: Based on record review on 7/10/24 according to the Staff Record Checklist Staff Member E failed to have a certification as a lifeguard from a nationally recognized certifying agency on file.	We will have all certifications, including the Lifeguard Cert. for the water-front supervisor available for review.	2025 Season	

NAME - Agency Worker
Cassandra Debauche

Date Issued
8/16/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Suzanne Bernman

Date Signed
Sept 3, 2024