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
9/9/2026		715-361-7700

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
Ymca Day Camp Glacier Hollow		1000559711 / 020 - 1009337
Address - Facility (Street, City, State, Zip Code)	**Telephone Number**	**Date - Regulation Visit**
9289 Pavelski Rd Amherst Jct WI 544079555	715-952-9363	8/19/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	252.41(1)(L)1.b. **Department Notices Posted** Description: The Notice of Order, Sanctions and Appeal Process issued on 07/23/26 was not posted next to the child care license.	Orders, Sanctions and Appeals will be posted.	9-1-2026	
2	252.42(1)(a)2. **Staff File - Training & Certifications** Description: Staff A and B did not have record of bowhunter safety on file. Repeat violation: Previously cited on 6/19/2026	Staff will have records of bowhunter safety on file.	6-7-2027	

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3	252.42(1)(a)4. **Staff File - Pre-Camp Training** Description: Staff B, C, and D did not have record of completing the 24-hour pre-camp training on file. Repeat violation: Previously cited on 6/19/2026	Staff will have record of completing the necessary training on file.	6-7-2027	
4	252.42(1)(a)5. **Staff File - Days & Hours Worked** Description: Staff A did not document days and hours worked when counted in counselor-to-child ratio on 08/17/26, 08/18/26, and 08/19/26 with Group 3. Repeat violation: Previously cited on 6/19/2026, 7/31/2025	Staff will document days and hours worked when in ratio.	6-7-2027	
5	252.42(1)(a)6. **Staff File - High School Diploma Or Equivalent** Description: Staff E did not have record of a high school diploma on file. Repeat violation: Previously cited on 6/19/2026, 7/31/2025	Staff will have record of a high school diploma on file.	6-7-2027	

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6	252.425(1)(b) **Child Tracking Procedure** Description: Staff A did not adhere to the procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times. The tracking procedure for Group 3 was not completed on 08/18/26 and 08/19/26.	Staff will adhere to the procedure to track children.	6-7-2027	
7	252.43(5)(c) **Soap, Toilet Paper Available & Accessible** Description: Multiple stalls in the girls bathroom were out of toilet paper or had toilet paper sitting on top of the back of the toilet or the toilet paper dispense.	Bathrooms will be properly stocked.	6-7-2027	
8	252.43(5)(h) **Sanitary Toilet & Sink Facilities** Description: Toilets seats were visibly soiled in the boys bathroom. Toilet paper and paper towel were scattered on the floor of the bathroom and shower area in the girls bathroom. Wet and dry clothing was scattered on the floor throughout the girls bathroom and shower area. Repeat violation: Previously cited on 6/19/2026, 7/31/2025	Bathrooms will be clean.	6-7-2027	

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9	252.44(6)(e)1.a. **Medication Administration - Parental Authorization** Description: Three medications for one child did not have a parent authorization to administer on file. Repeat violation: Previously cited on 6/19/2026, 7/31/2025	medications will have parent authorization to administer on file.	6-7-2027	
10	252.44(6)(g)4. **Medical Log - Review** Description: The medial log book was not reviewed during the month of July to ensure that all possible preventive measures are being taken.	The medical log book will be reviewed monthly.	9-1-2026	
11	252.44(9)(a) **Firearms & Archery - Supervision By Trained Instructor** Description: Group 3 children were participating in archery under the supervision of Staff A who did not have record of bowhunter safety on file.	Children will be properly supervised.	6-7-2026	

NAME - Agency Worker
Heather Struck

Date Issued
8/26/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
9/16/26