

# ATTACHMENT A

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Early Care and Education

STATE OF WISCONSIN

<b>Date Correction Plan Due</b> 11/29/2021	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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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.

<b>Name - Certified Operator / Licensed Center</b> Ymca Child Care Center		<b>Provider Number / Facility ID Number</b> 1000559711 / 002 - 1002537		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1000 Division St Stevens Point WI 544812724		<b>Telephone Number</b> 715-952-9339	<b>Date - Regulation Visit</b> 10/19/2021	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: On 10/14/2021, attendance was not documented for the morning 4K session until 10:13am, approximately two hours after the session had started.	Children do attendance as they enter room. Lead teacher does attendance/name to face at carpet. Records in district/center log. Calls made for absence.	Dec. 10, 2021	
2	251.055(1)(a) <b>Supervision Of Children</b>  Description: On 10/12/2021, Child 1, who fell asleep in Classroom 8, was left unsupervised for approximately 45 minutes while the rest of their class went to 4K.	Remove any blind spots in room. Scan the room and make a sweep before leaving. Do name to face and head count at each threshold. Assistants and Leads will have ongoing refreshers and new employees will have thorough orientation/practice before starting. Periodic checks by director.	Dec. 10, 2021	

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3	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: On 10/12/2021, staff did not follow the center's child tracking procedure when they transitioned the group from Room 8 to the outdoor play space, then to 4K, resulting in a child being left in Room 8.</p> <p>On 10/19/2021, staff did not use name-to-face child tracking when transitioning from the classroom to the outdoor play space.</p>	<p>All staff given review of name to face/supervision policy and procedure. All new staff on-boarded will go through training at orientation. Name to face + head count done at each threshold. Verbal count given so assistants/leads all in communication.</p>	<p>Dec. 10, 2021</p>

**NAME** - Certification Worker / Licensing Specialist  
Dezarae Wierzba, Kelly Iverson

Date Issued  
11/15/2021

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

*Kara Bretbach*

Date Signed

11/23/21