

Date Correction Plan Due 9/29/2025	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 Ywca Child Care		Provider Number / Facility ID Number 7000560217 / 002 - 420161		
Address - Facility (Street, City, State, Zip Code) 230 S Madison St Green Bay WI 543014504		Telephone Number 920-432-5581	Date - Regulation Visit 8/6/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) Child Record - Maintenance & Availability Description: Staff were unable to locate child #1's file on 8/6/25 and had the parent's complete the enrollment information again on 8/7/25.	parent was notified and all enrollment information was completed and is on file	8/7/25	
2	251.05(2)(a) Staff Record - Maintenance & Availability Description: Staff member B did not have a file and no information was available for her on 8/6/25. Information was later received on 8/13/25.	Staff file was located - new filing system was implemented for all employee & child files	8/13/25	

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230 S Madison St Green Bay WI 543014504		920-432-5581	8/6/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff member A did not have a registry certificate documented in file.	Contact Registry to help employee access account and print off updated Registry Certificate - add to file	8/8/25	
4	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff member A and B did not have current CPR documentation in file.	Both employees enrolled in CPR class	10/31/25	
5	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff member B did not have current mandated reporter training documentation in file. Repeat violation: Previously cited on 5/10/2024	Employee to immediately complete mandated reporter training - add to file. All employee files checked for required training documents	8/7/25	
6	251.055(1)(a) Supervision Of Children Description: The center self-reported that on July 31, 2025, a 5.5 year old child was left unsupervised in the gym for approximately two minutes while the rest of the class went upstairs. The child was found by a public member using the facilities. Repeat violation: Previously cited on 12/17/2024	Leadership Meeting held to discuss child safety + supervision. Parents to be continuously included in improvement conversations. All teachers trained on updated policies and expectations. Employee was terminated	8/8/25	

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7	251.055(1)(f) Child Tracking Procedure Description: On July 31, 2025, staff failed to follow proper child tracking procedures by not having an accurate count of the children at all transition points and did not complete a name to face count of the children which resulted in a 5.5 year old child being left on the lower level in the gym while they returned to the upstairs classroom.	Child tracking policy updated. All employees trained on new procedures. New digital tracking implemented - updated each hour in addition to every transition.	Policy 8/11/25 8/29/25

NAME - Agency Worker
Jessica Farah

Date Issued
9/15/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
9/25/25