

Date Correction Plan Due	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 11/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(6)(dm)1. Medical Log Book Description: On 11/13/25, the medical log book in the 1-1.5 year old room was missing.	Med log located within hour after visit. Found in adjoining infant classroom. Teacher grabbed by mistake. All med logs re-labeled to avoid any possible mix-ups	11/13/25	1
2	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: On 11/13/25, upon review the medical log books in the 1.5-2 and 2 year old rooms was last reviewed 3/28/25 and the medical log book in the 3 year old room was last reviewed on 8/27/24. Repeat violation: Previously cited on 3/27/2025	All med logs collected and reviewed. Calendar alerts set every three months for continued review	11/24/25	

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3	251.07(6)(f)6. Current Authorizations For Medications On Premises Description: On 11/13/25, there was an authorization for a seizure medication that the dates were not completed for.	new med form completed and signed by parent. All teachers trained on how to complete life saving med forms	11/13/25
4	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: On 11/13/25, upon review of the under 2 year old intakes there was one in the infant room that was last updated 7/21/25.	update form completed by parent on 11/01/2025 but not returned to center. Form has been collected and filed in classroom	11/14/25

NAME - Agency Worker
Jessica Farah

Date Issued

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

11/25/2025