Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/19/2026		920-785-7811

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
Ywca Child Care		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** 9/10/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) **Supervision Of Children** Description: On 9/8/26, a 23 month old child was left unsupervised in a hallway for 30 seconds-1 minute while the rest of the class went downstairs. The child was found by another teacher next to the elevator. Repeat violation: Previously cited on 8/6/2025, 12/17/2024	The two staff that were involved were spoken to immediately after the director was informed of the incident. One of the teachers was then terminated from her position.	9/9/2026	

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2	251.055(1)(f) **Child Tracking Procedure** Description: On 9/8/26, child care workers failed to complete their name to face count at the transition in the elevator and downstairs to another room. The whereabouts of one child was unknown to the assigned staff for approximately 7 minutes until the child was bought down by another teacher. Repeat violation: Previously cited on 8/6/2025	On 9/10/26, a mandatory staff meeting was held. Director reviewed the vital importance of always knowing where the children in your care are at all times. Name to face attendance needs to be taken in the Daily Connect app every hour as well as each time you transition outside of the classroom. All staff will be attending 2 *Staying Aware with Child Tracking* and *Supervision Tailored to Every Child*.	12/17/2026	

NAME - Agency Worker
Jessica Farah

Date Issued
10/5/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10/9/26