Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
3/23/2026		715-930-1148

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	
Northern Lights Ymca		7000593987 / 005 - 2009039	
Address - Facility (Street, City, State, Zip Code) 1201 N 28Th St Superior WI 548805131	**Telephone Number** 715-392-5611	**Date - Regulation Visit** 3/5/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) **Child Record - Maintenance & Availability** Description: Children's records were not available for review during the monitoring visit for Child #2, Child #5, or Child #6.	files for child 5+6 were brought to schools on 3/6 file for child 2 is being brought on 3/16 after Spring break	3/16	
2	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: The daily attendance record was not current and accurate during the monitoring visit when, upon the licensing specialist's arrival, 11 children were in care but only 10 children were signed in. It was discovered later in the visit that 2 children were not added to the program's attendance app, Brightwheel, and the program could not document the arrival or departure times of these children.	making sure every kid is added to bright wheel	3/16	

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3	251.055(1)(f) **Child Tracking Procedure** Description: The child tracking procedure used by the program was not followed when 26 children were in care in the program, but only 22 children had their names posted on the whiteboard.	greeting and double checking kids are being added to brightwheel	3/10	

NAME - Agency Worker
Amelia Gruber

Date Issued
3/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
3/10/26