

Date Correction Plan Due 1/18/2019	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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.

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 Ymca Sacc Brown Deer Elem School		Provider Number / Facility ID Number 1000558721 / 133 - 1013520		
Address - Facility (Street, City, State, Zip Code) 5757 W Dean Rd Brown Deer WI 53223		Telephone Number 414-274-0759	Date - Regulation Visit 12/6/2018	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(5)(a) Staff File - Maintenance & Availability Description: A file was not available for staff C. Repeat violation: Previously cited on 12/12/2017, 12/7/2016	Staff C's staff file will be on sit.	12-7-18	
2	251.04(5)(a)5. Staff File - Registry Certificate, Educational Qualifications Description: Staff A did not have a Registry certificate documenting that the person has met the educational qualifications for the position. Repeat violation: Previously cited on 12/7/2016	Staff A registry documentation for education qualifications will be in staff file	2-1-19	

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3	251.05(2)(a) Staff Orientation - Develop, Implement, Document Description: Documentation of orientation was not in the file for the E.	Staff E orientation checklist is in staff file	12-7-18	
4	251.05(3)(c) Close Supervision Of Children Description: Close supervision of children was not maintained when school age children were allowed to go to the bathroom unsupervised by a child care worker. Repeat violation: Previously cited on 12/12/2017	Child supervision was reviewed at staff meeting and is followed at site	1-1-19	
5	251.05(3)(f) Child Tracking Procedure Description: The procedures to ensure the numbers, names and whereabouts of children in care at the time of the visit was not being followed when children were taken to the bathroom but not recorded on a tracking sheet.	Child tracking was reviewed at site and followed to ensure children's whereabouts	12-11-18	
6	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Access to materials potentially harmful to children observed included several pairs of adult size scissors in the art room.	Harmful materials and adult size scissors are removed during program hours in the art room	12-10-18	

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Noncompliance Statement			

NAME - Certification Worker / Licensing Specialist
Mark Mitchell

Date Issued
1/7/2019

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed