



SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL

Article no. 9589 0710 5270 1040 0512 57

January 16, 2024

John Wyatt
KinderCare Education LLC
C/O Jeanna Johnson
3950 Wood Road
Hubertus, WI 53033

RE: NOTICE OF DIRECT FORFEITURE ASSESSMENT AND APPEAL PROCESS

**KCE Champions at Mill Valley
Facility ID Number: 2005096**

Dear John Wyatt /KCE Champions at Mill Valley:

This letter constitutes statutory notice of an imposed direct forfeiture assessment on you, John Wyatt/KinderCare Education LLC, in the operation of KCE Champions LLC at Mill Valley, a licensed group child care center. This letter identifies the licensing statutory and/or code violations that were identified at of KCE Champions LLC at Mill Valley, additional sanctions and penalties that may result if these violations are not corrected and informs you of your appeal rights.

The Wisconsin Department of Children and Families (Department), under the authority of Wis. Stat. § 48.715, provides for sanctions and penalties where persons operate a group child care in violation of Wis. Stat. § 48 or Wis. Admin. Code § DCF 251. Sanctions and penalties include issuance of orders to stop operating, to correct violations and to submit plans of correction, assessment of forfeitures or revocation of a license. The Department may set forfeiture amounts of \$10.00-\$1,000 per day per violation.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)(L), the child care shall post next to the child care license any notice received from the Department relating to rule violations. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.

FORFEITURE ASSESSMENT

On January 3, 2024, Licensing Specialist Allison Nyren made a complaint visit to KCE Champions LLC at Mill Valley and serious violations endangering the health, safety and welfare of children in care. The Department imposes a direct forfeiture assessment for the following violations:

1. **DCF 251.055(1)(f)**, states, the center shall implement and adhere to a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times. Contrary to DCF 251.055(1)(f), Child A was marked absent on the tracking sheet, however, was marked present on the attendance sheet. It was assumed Child A was in a school program but was not verified and the child was not at the program.

Forfeiture assessed for this violation: \$ 200.00.

2. **DCF 251.055(1)(h)**, states, the center shall implement a procedure to contact a parent if a child is absent from the center without prior notification from the parent. Contrary to DCF 251.055(1)(h) The center has a procedure of notifying school personnel as well as parents when a child is absent from a program without prior notification. This procedure was not followed.

Forfeiture assessed for this violation: \$200.00.

TOTAL FORFEITURE AMOUNT DUE FOR ALL VIOLATIONS: \$400.00.

A Noncompliance Statement and Correction Plan is issued with this letter. This is enclosed and incorporated herein by reference. (Attachment A.)

FORFEITURE PAYMENT

The total forfeiture amount due for all violations identified above is \$400.00. You can pay the forfeiture by either accessing the E-Payment module in Child Care Provider Portal at <https://mywchildcareproviders.wisconsin.gov> or sending payment to the address listed below. Payment should be made payable to the State Treasurer. Send your payment within ten (10) days of the receipt of this notice to the Bureau of Early Care Regulation, 201 W. Washington Ave., PO Box 8916, Madison, WI 53708-8916. Include the attached remittance notice. Forfeiture payments are deposited in the School Fund.

ADDITIONAL PENALTIES FOR FAILURE TO COMPLY

Failure to correct the identified violations and any subsequent failure to maintain compliance with the Wisconsin Statute and Administrative Code may lead to the imposition of additional sanctions and penalties, as set forth in Wis. Stat. § 48.715. Additional sanctions and penalties may include orders to stop operating, to correct violations, to submit plans of correction, forfeiture assessments, or proceedings to revoke a license. The Department may set daily forfeiture amounts ranging from \$10 to \$1000 per day, per violation.

APPEAL RIGHTS AND PROCEDURE

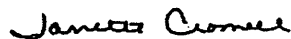
Any person aggrieved by a Department action taken under Wis. Stat. §§ 48.715, 48.68(1) and/or 48.686, has the right to an administrative hearing under Wis. Stat. § 227.42. Pursuant to Wis. Stat. § 48.72, **your written request must be sent directly to the Division of Hearings and Appeals no later than ten (10) days from the date of this notice; please attach a copy of this notice to your request for a hearing.**

To submit your request for an administrative hearing under Wis. Stat. § 227.44:

Send your request via U.S. Mail: Division of Hearings and Appeals P.O. Box 7875 Madison, WI 53707-7875	Hand deliver your request: Division of Hearings and Appeals 4822 Madison Yards Way Madison, WI	Send your request via Facsimile: Division of Hearings and Appeals (608) 264-9885
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Contact Licensing Specialist Allison Nyren at 262-446-7832 if you have questions regarding this notice.

Sincerely,



Janette Cromell, Licensing Supervisor
Bureau of Early Care Regulation
DIVISION OF EARLY CARE AND EDUCATION

Attachments: Noncompliance Statement (Attachment A).

cc: Joey Roeth, Attorney, DCF Office of Legal Counsel
Randall Gasser, Regional Licensing Manager
Allison Nyren, Licensing Specialist
BCCSA
MECA
4C for Children
DPI
WECA
SERO Staff

(Complete, detach, and return this remittance slip with payment)

REMITTANCE SLIP

FACILITY ID NUMBER: 2005096

FACILITY NAME AND ADDRESS

KinderCare Education LLC
W191S6445 Hillendale Dr.
Muskego, WI 53150-9092

REGIONAL OFFICE

141 NW Barstow St.
Room 104
Waukesha, WI 53188

LICENSING SPECIALIST A. Nyren

AMOUNT DUE \$400.00

Make check payable to State Treasurer. Please return this remittance slip with your payment within 10 days of receipt of this letter to:

Bureau of Early Care Regulation
Attention: Central Office Manager
P.O. Box 8916
Madison, WI 53708-8916

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated January 16, 2024 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** allison.nyren1@wisconsin.gov or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
141 NW BARSTOW ST
ROOM 104
WAUKESHA, WI 53188

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 1/30/2024	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. 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 Kce Champions Llc At Mill Valley		Provider Number / Facility ID Number 0000580590 / 081 - 2005096		
Address - Facility (Street, City, State, Zip Code) W191s6445 Hillendale Dr Muskego WI 531509092		Telephone Number 262-226-7535	Date - Regulation Visit 1/3/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(f) Child Tracking Procedure Description: Child A was marked absent on the tracking sheet however was marked present on the attendance sheet. It was assumed Child A was in a school program but they were not.	Procedure has been reviewed by staff and retrained by area manager. The correct procedure is to use the contract schedule to verify who is expected to be in attendance. The contract schedule must match attendance taken. Site director will oversee this done to ensure accuracy in attendance.	Jan 3, 2024	
2	251.055(1)(h) Procedure If Absent Without Prior Notification Description: The center has a procedure of notifying school and parents when a child is absence from a program without prior notification. However this procedure was not followed.	Procedure has been reviewed by all staff and retrained by area manager. If any child on our contract schedule does not sign into afterschool care, a call will be made to the office to verify attendance. If attendance cannot be verified, staff will call parents and names on emergency contact list until child's whereabouts are known. We have also implemented to use of the Alternative Arrival Agreement and have adopted a new policy that all children in afterschool clubs must report to Champions first, then head to after school club.	Jan 3, 2024	

Name - Certified Operator / Licensed Center Kce Champions Lic At Mill Valley		Provider Number / Facility ID Number 0000580590 / 081 - 2005096	
Address - Facility (Street, City, State, Zip Code) W191s6445 Hillendale Dr Muskego WI 531509092		Telephone Number 262-226-7535	Date - Regulation Visit 1/3/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
			Verification Date

NAME - Agency Worker
Allison Nyren

Date Issued
1/16/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jeanna Johnson

Date Signed
01/22/2024