

Date Correction Plan Due 3/27/2025	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 Kce Champions Llc At Meadowbrook Elem		Provider Number / Facility ID Number 0000580590 / 039 - 1010359		
Address - Facility (Street, City, State, Zip Code) 720 Hillcrest Hts Green Bay WI 54313		Telephone Number 920-434-6043	Date - Regulation Visit 2/20/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) Child Record - Maintenance & Availability Description: Based on record review on 2/20/25 according to the Child Record Checklist Child 4 failed to have a child file onsite. Licensing Specialist was told the child's file was at another site.	File was at our Off Day site, Forest Glen, we have made a copy to leave at the site going forward.	April 23rd, 2025	
2	251.04(6)(a)6m. Child Record - Immunization History Description: Based on record review on 2/20/25 according to the Child Record Checklist Child 1, 2, and 3 failed to have immunization records on file.	Site Director contacted families and is working to obtain immunizations records again. Will discuss disenrollment if they are not received.	May 5th, 2025	

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3	251.05(2)(a)1. Staff Record - Personal Information Description: Based on record review on 2/20/25 according to the Staff Record Checklist Staff Member A failed to have a Staff Record Form on file.	Site Director is working with the staff member to complete their file.	May 5th, 2025	
4	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based on record review on 2/20/25 according to the Staff Record Checklist Staff Member A failed to have a Health Report on file.	Site Director will work to set up a physical for staff member.	May 5th, 2025	
5	251.05(2)(a)8. Staff Record - Orientation Description: Based on record review on 2/20/25 according to the Staff Record Checklist Staff Member A and Staff Member C failed to have orientation on file.	Both staff members will go through the orientation. Staff member C did complete when hired, but will redo their form.	April 23rd, 2025	
6	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Based on record review on 2/20/25 according to the Staff Record Checklist Staff Member A and Staff Member C failed to have CPR on file.	Staff Member C will renew CPR, staff member A needs to take the class	May 5th, 2025	

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7	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Based on record review on 2/20/25 according to the Staff Record Checklist Staff Member A and Staff Member C failed to have biennial child abuse and neglect on file.</p>	<p>Staff member C came from a child care facility and needs to gather some of her documents. Staff member A will complete Child Abuse & Neglect.</p>	May 5th, 2025	
8	<p>251.05(3)(g)1. Assistant Child Care Teacher - Supervision</p> <p>Description: The licensing specialist observed that an assistant teacher was left in sole supervision of children. The assistant teacher failed to be working under the supervision of a child care teacher the entire time.</p>	<p>Site Director discussed transitions with team, to ensure that the Asst. Teacher is not left with children alone due to age/requirements.</p>	April 21st, 2025	
9	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: Based on record review according to the Staff Record Checklist Staff Member A failed to have the assistant child care course/training prior to working with children.</p>	<p>Site Director will ensure Asst. Teacher starts trainings</p>	May 5th, 2025	

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10	251.094(2m) School-Age Administrator & Director Description: Based on record review on 2/20/25 according to the Staff Record Checklist Staff Member D failed to meet the SA Director qualifications. The director duties are being performed by Staff Member D.	The Site Director is actually Staff Member E. Will update with licensing.	April 21, 2025	
11	251.095(2m)(c) School-Age Care - Supervision Of Group Of Children Description: Licensing Specialist observed a staff member walk out of the gym leaving 5 children alone in the gym. Another staff member who works for the facility in the morning was in the gym talking to one of the students but was not within staff to child ratios and was not working for the afternoon.	Site Director discussed the importance of checking our surroundings, and knowing who you are working with. Also discussed communication such as: "Hey Staff Member A, leaving the room with 3 kids, do you have these 5?"	April 21st, 2025	

NAME - Agency Worker
Cassandra Debauche

Date Issued
3/13/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Sheena Knoespel

Date Signed
4/21/25