Date Correction Plan Due 12/8/2025	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 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**	
Kce Champions Llc At St. John's		0000580590 / 100 - 2008624	
Address - Facility (Street, City, State, Zip Code) 2561 Glendale Ave Green Bay WI 543136821		**Telephone Number** 920-530-2625	**Date - Regulation Visit** 11/18/2025

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.04(6)(a)6. **Child Record - Health History** Description: Based on record review on 11/18/25 according to the Child Record Checklist Child 3 and Child 8 failed to have a Health History.	Documents will be collected and added to these files.	12/17/25	
2	251.05(2)(a)1. **Staff Record - Personal Information** Description: Based on record review on 11/18/25 according to the Staff Record Checklist Staff Member B and C failed to have a Staff Record Form on file.	Documents will be added to these files.	12/17/25	

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3	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Based on record review on 11/18/25 according to the Staff Record Checklist Staff Member C failed to have a Staff Health Report on file.	The documents will be added to the file.	12/17/25	
4	251.05(2)(a)4.b. **Staff Record - Registry Certificate - School Age Programs** Description: Based on record review on 11/18/25 according to the Staff Record Checklist Staff Member A and E failed to have a Registry on file.			
5	251.05(2)(a)8. **Staff Record - Orientation** Description: Based on record review on 11/18/25 according to the Staff Record Checklist Staff Member A, B, and C failed to have orientation on file.			
6	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Based on record review on 11/18/25 according to the Staff Record Checklist Staff Member B and C failed to have abusive head trauma training on file.			

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7	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Based on record review on 11/18/25 according to the Staff Record Checklist Staff Member B and C failed to have Biennial Child Abuse and Neglect training on file.	Documents will be added to these files.	12/17/25	
8	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: Based on record review on 11/18/25 the center failed to conduct emergency plans and drills monthly. The center failed to practice a fire drills and a tornado drill in the month of October 2025.	The center will conduct emergency plans and drills monthly moving forward	12/17/25	
9	251.06(4)(jm)1. **Fire Alarms & Smoke Detectors - Drills** Description: Based on interview and record review the program failed to use a smoke detector to sound alarms.	The center will use a school-approved method to alert the children/staff for drills in the future.	12/17/25	
10	251.06(9)(b)1. **Kitchen Utensils & Surfaces - Clean & Sanitize** Description: Based on observation of snack/meal time the tables failed to be washed and sanitized before and after meals.	Tables will be washed and sanitized before and after meals moving forward	12/17/25	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
11	251.06(9)(d)1.c. **Food Storage - Cold Storage Thermometers** Description: Based on record review on 11/18/25 the snack fridge failed to have a thermometer.	The center will purchase a thermometer and place in the fridge.	12/17/25	
12	251.094(3)(c)3. **School-Age Director - Experience** Description: Based on record review on 11/18/25 according to the Staff Record Checklist Staff Member A failed to have director experience on file.	The Director will add this to her file.	12/17/25	
13	251.094(3)(c)4. **School-Age Director - Training** Description: Based on record review on 11/18/25 according to the Staff Record Checklist Staff Member A failed to director training on file.	The Director will add this to her file.	12/17/25	

NAME - Agency Worker
Cassandra Debauche

Date Issued
11/24/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Area Manager

Date Signed
12/1/25