

Date Correction Plan Due 11/27/2025	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 Kee Champions Llc At Willow Glen Elem		Provider Number / Facility ID Number 0000580590 / 101 - 2008637	
Address - Facility (Street, City, State, Zip Code) 2600 E Bolivar Ave St Francis WI 53235434		Telephone Number 414-451-8932	Date - Regulation Visit 11/12/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)8m. Child Record - Immunization History Description: Child #2 did not have on file documentation of immunization history.	All child Records will be reviewed by Nov 20, 2025. missing documents will be requested and received by Dec 1, 2025	December 1, 2025	
2 251.05(2)(a)1. Staff Record - Personal Information Description: Staff D did not have on file, documentation of staff record information.	All staff records will be completed by Dec 1, 2025	December 1	

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3 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A, B and C did not have on file, documentation of a physical examination within 30 days of employment at the center.	All Staff Health Forms will be Completed Working with Staff to schedule Doctor Apt	January 2026	
4 251.05(2)(a)8. Staff Record - Orientation Description: Staff paid not have on file, documentation of completing orientation within 7 days of employment at the center.	Completed	November 2025	
5 251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff C and D did not complete training in preventing abusive head trauma before beginning work with children.	All Staff will have Completed by Dec 1, 2025	December	
6 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A and C did not complete training in child abuse and neglect reporting requirements.	Completed and Scheduled by Dec 1, 2025	December 1	

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7 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Cleaning products were accessible/within reach of children in the cafeteria.	Items have been removed and put in janitor locked closet.	November 14, 2025	
8 251.07(5)(a)5.b. Menus - Plan Description: The menu posted was not accurate/planned ahead. The menu available indicated the Week 1 of September.	Updated on Nov 13, 2025	Nov. 13, 2025	
9 251.07(6)(dm)3.b. Medical Log - Injury In Care Description: The entries in the medical/injury log book did not detail a brief description of the facts surrounding the injuries.	Staff have been updated on requirement on Nov 17, 2025	Nov 17, 25	

NAME - Agency Worker
Jennifer Brees

Date Issued
11/13/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
11/25/25