

Date Correction Plan Due 3/6/2026	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 2/17/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: Based on observation on 2/17/26 the program failed to have the recent monitoring results posted.	Monitoring results will be posted in the future.	3/20/26	
2	251.04(6)(a)6m. Child Record - Immunization History Description: Based on record review on 2/17/26 according to the Child Record Checklist Child 1 failed to have immunizations on file. Repeat violation: Previously cited on 2/20/2025	Record will be added to child's file.	3/20/26	

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3	251.05(2)(a) Staff Record - Maintenance & Availability Description: Based on record review on 2/17/26 according to the Staff Record Checklist Staff Member F failed to have a staff file on the premise.	Staff member will make a copy of the file to keep on site.	3/20/26	
4	251.05(2)(a)4.b. Staff Record - Registry Certificate - School Age Programs Description: Based on record review on 2/17/26 according to the Staff Record Checklist Staff Member A failed to have a Registry on file.	Staff member will begin the registry process and add to the file.	3/20/26	
5	251.05(2)(a)7. Staff Record - Continuing Education Description: Based on record review on 2/17/26 according to the Staff Record Checklist Staff Member A and Staff Member B failed to meet the continuing education requirements for 2025. Staff Member A had 3 hours verses the required 15 hours. Staff Member B had 2 hours versus the required 15 hours.	Staff member members will add their continuing education documents to their files.	3/20/26	

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6	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Based on record review on 2/17/26 according to the Staff Record Checklist Staff Member D failed to have CPR on file.</p> <p>Repeat violation: Previously cited on 2/20/2025</p>	Staff member will get recertified and add to file.	3/20/26	
7	<p>251.06(3)(b)2. Emergencies - Practice Written Plans</p> <p>Description: Based on record review on 2/17/26 the program failed to conduct emergency plans and drills monthly. The program failed to conduct a fire drill in the month of January 2026.</p>	Drills will be completed and logged accordingly.	3/20/26	
8	<p>251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills</p> <p>Description: Based on record review the program failed to have any documentation of emergency plans and drills that were completed in 2025.</p>	Documentation of emergency plans and drills will be kept and made readily available.	3/20/26	
9	<p>251.06(4)(jm)1. Fire Alarms & Smoke Detectors - Drills</p> <p>Description: Based on interview the program failed to use a signaling device such as a smoke detector to conduct monthly fire drills.</p>	Program will use a signaling method to conduct fire drills in the future.	3/20/26	

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10	<p>251.06(4)(jm)2. Fire Alarms & Smoke Detectors - Testing</p> <p>Description: Based on record review the program failed to test the fire alarms and smoke detectors monthly. The program failed to have documentation of testing fire alarms and smoke detectors for 2025 and the month of January 2026.</p>	<p>The program will be notified by the school during their routine tests and document monthly.</p>	3/20/26	
11	<p>251.07(1)(a) Written Program Of Activities</p> <p>Description: Based on observation the program failed to have a written program of daily activities posted.</p>	<p>program will post daily schedule and activities at their parent table.</p>	3/20/26	
12	<p>251.07(5)(a)5.b. Menus - Plan</p> <p>Description: Based on record review the program failed to have meals/snacks planned at least one week in advance, dated and kept on file for three months. Program failed to have documentation of meals that were served.</p>	<p>Program will post snack options and keep documentation of snacks served.</p>	3/20/26	

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13	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Based on record review the program failed to have medication authorization's on file for two medications for children in care.	Medication authorizations will be added to the files for these 2 children.	3/20/26	
14	251.094(2m) School-Age Administrator & Director Description: Based on record review on 2/17/26 according to the Staff Record Checklist Staff Member D failed to mee the SA director qualifications. The director duties are being performed by Staff Member D. Repeat violation: Previously cited on 2/20/2025	Site Director will add qualifications to their file and will be correctly marked as director on the registry.	3/20/26	
15	251.094(4)(c) School-Age Program Leader - Training Description: Based on record review on 2/17/26 according to the Staff Record Checklist Staff Member A, Staff Member D, and Staff Member E failed to have SA training on file.	Staff members will add their SA training to their file and/or register for further training.	3/20/26	

NAME - Agency Worker
Cassandra Debauche

Date Issued
2/20/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Alvey Brumell, Area Manager

Date Signed

3/2/2026