

Date Correction Plan Due 6/26/2026	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 5/28/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: The monitoring results from the previous licensing visit were not posted in an area visible to parents.	Moving forward, all monitoring results will be posted by parent communication board area, site director has been trained on this policy.	6/18/26	
2	251.04(6)(a)2. Child Record - Emergency Medical Consent Description: Child 1 did not have documentation from the parent of emergency medical treatment consent.	Emergency Medical treatment consent is now documented from the parent by use of the health history form	6/18/26	

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff C and D did not have documentation of physical exams available for review.	Staff C & D have current physical exams in files.	6/18/26	
4	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff hours were not accurate when a staff person had not signed in.	Staff have been retrained on child supervision records and accurate recording and staff sign in with our CSR training.	6/18/26	
5	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: The CPR training for staff C was not completed via an approved provider. Repeat violation: Previously cited on 10/8/2025	Staff C now has updated CPR training in her file.	6/18/26	
6	251.05(4)(c)9. Continuing Education - Documentation Of 12 Month Period Description: Staff B did not have documentation on file of having completed 15 hours of continuing education in 2025.	Site director has updated the staff continuing education document for staff b and will regularly update this document for staff.	6/18/26	

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7	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Hand sanitizer was accessible to children.	The school hand sanitizer has been put away during program hours, and children will only be able to use it upon request since it is not sitting out.	5/28/26	
8	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: The center did not have documentation fire drills were practiced in March and April 2026. Repeat violation: Previously cited on 5/7/2025	Drills will be completed monthly as well as documented monthly. Area manager will be doing monthly checks to ensure this is completed monthly	5/28/26	
9	251.094(5)(c)3. School-Age Group Leader - Training Description: Staff C, working as a school age group leader for more than six months, did not have documentation of having completed school age group leader qualifying coursework.	Staff C will work as an assistant with a lead until her course work is complete. She is starting the Introduction to the childcare profession course in July.	6/18/26	

NAME - Agency Worker
Cindy Matuszak

Date Issued
6/12/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

joanna johnson

Date Signed
6/18/26