

Date Correction Plan Due 2/9/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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 Sonshine Learning Academy		Provider Number / Facility ID Number 1000586841 / 003 - 2005909		
Address - Facility (Street, City, State, Zip Code) 1345 Campus Dr New Richmond WI 540176165		Telephone Number 715-243-5437		Date - Regulation Visit 1/21/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: There was no documentation in the file for Staff A showing that she completed the educational requirements for a teacher prior to assuming the teacher position.	We will ensure that all staff Registry certificates are current and/or correct at all times.	1/22/2026	
2	251.05(2)(a)7. Staff Record - Continuing Education Description: Contrary to rule, Staff A did not have documentation of the yearly requirement of 15 hours of continuing education in 2025.	We will ensure that continuing education documentation is available with all staff files.	1/22/2026	

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3	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: The center did not have a current parent authorization form for one child's prescription medication. A current medical authorization from the parent is required when medication is kept on the daycare premises.	We will clarify with parents and confirm that all aspects of the authorization are signed and dated appropriately.	1/22/2026

NAME - Agency Worker
Wendy Badzinski

Date Issued
1/23/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
1/26/2026