

Date Correction Plan Due 7/16/2025	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 You Are My Sunshine Llc		Provider Number / Facility ID Number 1000588541 / 001 - 2002318		
Address - Facility (Street, City, State, Zip Code) 1324 S Webster Ave Green Bay WI 543012567		Telephone Number 920-857-3140		Date - Regulation Visit 6/27/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Staff member E did not have the educational qualifications completed within 6 months of hire.	Staff memeber has already started classes and will get them all done ASAP before the end of 2025	9/30/25	
2	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff members A-G did not have child abuse and neglect training completed. Center was still using "It Shouldn't Hurt to Be A Child" brochure which is no longer accepted.	All staff are aware of the nw training Everyone is completing NOW.	8/11/25	

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3 251.055(1)(b)
Supervision - Teacher Per Group Of Children

Description: In the toddler room there was one staff, by herself, who did not have any educational qualifications for teacher or assistant teacher.

- Staff member has already started classes 9/30/25
- She will not be in a classroom alone

4 251.055(2)(b)
Staff-To-Child Ratios - Minimum

Description: A teacher was observed leaving the infant classroom 3 times or more throughout the duration of the visit which left the classroom out of ratio having 8 infants that day.

Repeat violation: Previously cited on 10/14/2024, 8/26/2024

Teachers were retrained about leaving classrooms + the importance of moving child items the night before or early morning was emphasized 7/28/25

5 251.06(11)(b)5.
Outdoor Play Space - Energy-Absorbing Surfaces

Description: The energy absorbing surface of shredded rubber was no in the depth of at least 6 inches under equipment and swings 4 feet or more in height.

Repeat violation: Previously cited on 10/29/2024, 11/6/2023

More Rubber chips Will be filled in. 9/11/25

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6	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Toilet bowl cleaner was observed on the bottom shelf in an open staff bathroom accessible to children.	toilet bowl cleaner was moved and staff is aware to keep this up high.	7/28/25
7	251.09(2)(b) Infant & Toddler - Individual Sleep Patterns Description: Each pack and play had a schedule for infant nap times which were the same 3 designated nap times for every child in the room. Upon arrival at 9am there were no infants sleeping and one infant was inconsolable. Around noon all 8 infants were observed to be sleeping at the same time. Repeat violation: Previously cited on 8/26/2024	All Staff Were retrained on the cues of baby sleep needs. Pack n play notes are now read as # of naps typical of each infant.	7/28/25
8	251.09(3)(a)9. Infant & Toddler - Bottle Feeding Description: Staff bottle feeding infant who cannot hold own bottle on the floor in boppy rather than holding them. Repeat violation: Previously cited on 8/26/2024	All Staff retrained on holding babies properly for feedings	7/28/25

NAME - Agency Worker
Jessica Farah, Erin Mancoske-Anderson

Date Issued
7/2/2025

SIGNATURE - Certified Operator or Designer, Licensee or Designee

Beth Ann L. Gerhart

Date Signed
7.30.25