

Date Correction Plan Due 12/25/2025	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 11/19/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Upon review of the attendance for each room it was found that staff were not signing out of the room when going on break. This was confirmed in an email with the director on 12/1/25.</p> <p>Repeat violation: Previously cited on 8/26/2024</p>	<p>STAFF ARE SIGNING OUT ON PROCLARE TO WITHIN THE MONTHS TO COME WE WILL BE TRASTIONING TO BRIGHT- WHEEL-EVERYTHING WILL GO ELECTRONIC</p>	<p>REFLECT THIS SPRING/ SUMMER 2026 EVERYTHING ELECTRONIC</p>	
2	<p>251.055(2)(a) Group Size - Maximum</p> <p>Description: Upon review of attendance on 10/22/25, from 7:41-7:47am there were 10 children under 18-months to 1 staff. The max group size for this age range is 8.</p>	<p>MORNING TIMES FOR STAFF HAVE BEEN CHANGED TO REFLECT THIS WILL NO LONGER HAPPEN</p>	<p>MARCH 2026</p>	

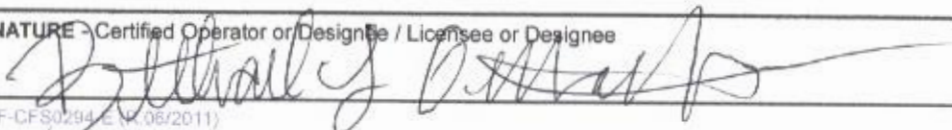
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3	<p>251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: On 10/22/25, the center was over ratio from 7:47-8:06am there were 5 infants with 1 teacher, 8:06am-8:11am 6 infants and 1 teacher, and 7:41-7:47am there were 10 under the age of 18 months and 1 teacher. On 10/27/25, from 7:40-7:43am there were 5 infants to 1 teacher and 7:43-7:45 there were 7 infants to 1 teacher. On 10/23/25, from 7:40am-7:48am there were 6 infants and 1 teacher. The ratio for staff to children for under 18 months is 1:4.</p> <p>Repeat violation: Previously cited on 6/27/2025, 10/14/2024, 8/26/2024</p>	MORNING TIMES FOR STAFF HAVE BEEN ADJUSTED TO REFLECT THIS.	MARCH 2026	
4	<p>251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio</p> <p>Description: On 10/22/25, the center was over ratio from 9:04-9:30am there was one 2yr old, eight 2.5yr olds, nine 3yr olds and two 4yr olds with 2 staff (2.197). On 10/30/25, from 7:03-7:07am there were 3 children under 18 months, one 18 month old, one 2year, and two 3year olds with 1 staff (1.236); From 7:40-7:51am there were four 2.5yr olds and seven 3yr olds to 1 staff(1.2); and from 7:51-7:58am there were five 2.5yr olds and seven 3 yr olds with 1 staff (1.325).</p>	MORNING TIMES FOR STAFF HAVE BEEN ADJUSTED TO REFLECT THIS.	MARCH 2026	
5	<p>251.055(2)(d) Mixed Age Group With Children Under Age 2 - Group Size</p> <p>Description: On 10/22/25, from 7:41-7:56am there was one 1 yr old in a group of nine children (the 1-year-old, six 1.5-2.5 year olds, one 3 yr old, and one 4 year old). The size of the group may not exceed 8.</p>	MORNING TIMES FOR STAFF HAVE BEEN ADJUSTED TO REFLECT THIS.	MARCH 2026	

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6	251.055(2)(e) Mixed Age Group Of Children Over Age 2 - Group Size Description: On 10/22/25, from 9:04-9:30am there was 1 two yr old, eight 2.5 yr olds, nine 3 yr olds and two 4 yr olds which calculated a weight of 2.197. The size of the group exceeded the size that can be cared for by two child care workers.	MORNING TIMES FOR STAFF HAVE BEEN ADJUSTED TO REFLECT THIS NEED.	MARCH 2026
7	251.09(2)(b) Infant & Toddler - Individual Sleep Patterns Description: On 10/14/25, at approximately 11:30am there were 5 infants sleeping, 2 in sleep sacks by staff and 1 being fed a bottle by staff. On 10/23/25, at approximately 12:15pm there were 6 infants asleep and 2 were being rocked. On 11/19/25, at approximately 12:00pm there were 7 infants sleeping and the 8th child was with the teacher being fed a bottle. There was a center wide nap indicated on the schedule in the infant room from 11:30am to 2:00pm. Repeat violation: Previously cited on 6/27/2025, 8/26/2024	CENTER WIDE NAP HAS BEEN ON THE SCHEDULE FOR YEARS AS IN THE HANDBOOK TO REFLECT CENTER SCHEDULE. STAFF CONTINUE TO FOLLOW THE NEEDS + SCHEDULE OF EACH INFANT. OLDER INFANTS TRANSITION TO MIDDAY NAP IN PARTNERSHIP WITH PARENTS.	MARCH 2026

NAME - Agency Worker
Jessica Farah, Dao Xiong

Date Issued
12/11/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

Updated 2/19/2026