

| | | |
|---|--|---|
| Date Correction Plan Due 7/4/2024 | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL 262-446-7800 |
|---|--|---|

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 Sheila's Shining Stars Learning Ctr ll | | Provider Number / Facility ID Number 4000585904 / 003 - 2003351 | | |
| Address - Facility (Street, City, State, Zip Code) 3651 N 27Th St Milwaukee WI 532162603 | | Telephone Number 414-449-5437 | Date - Regulation Visit 6/7/2024 | |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
| 1 | 251.04(6)(a)1. Child Record - Enrollment Information Description: The licensee shall maintain a current written record obtained prior to the child's first day of attendance. Each record shall include enrollment information consisting of the name, address, telephone number and relationship to the child of a person to be notified in an emergency when a parent cannot be reached immediately. Emergency contact information was not on file for Child #3 and Child #5. | <i>Center will look through all forms and be sure every slot is filled in. center admin will transfer all updates on old forms to the updated new forms & get parent signatures</i> | <i>7/12/24</i> | |

| Name - Certified Operator / Licensed Center | | Provider Number / Facility ID Number | | |
|--|--|---|-----------------------------|----------------------|
| Sheila's Shining Stars Learning Ctr Ii | | 4000585904 / 003 - 2003351 | | |
| Address - Facility (Street, City, State, Zip Code) | | Telephone Number | Date - Regulation Visit | |
| 3651 N 27Th St Milwaukee WI 532162603 | | 414-449-5437 | 6/7/2024 | |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
| 2 | <p>251.04(6)(a)6. Child Record - Health History</p> <p>Description: The licensee shall maintain a current written record obtained prior to the child's first day of attendance. Each record shall include health history information. The health history information was incomplete for Child #3 and Child #6.</p> | <p>Licensors did a good job breaking down certain line items in the health report. Center will look over all folders to correct each item on health & history form.</p> | 7/12/24 | |
| 3 | <p>251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5</p> <p>Description: Each child 2 years of age but who is not 5 years of age or older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to a center, and a follow-up health examination at least once every 2 years thereafter. A follow-up health exam was not on file for Child #4.</p> | <p>Administration went through all files. All children w/out an up to date physical over 2 will have one on file</p> | 7/20/24 | |
| 4 | <p>251.05(4)(c)1. Continuing Education Requirement - Full Time Staff</p> <p>Description: Each administrator, center director, child care worker, school-age administrator, and school-age director shall participate in at least 15 hours of continuing education annually. Staff D had 11 hours of continuing education for 2023.</p> | <p>Center thought staff could make up hours in the current year. But a system was created so all staff will be complete by</p> | 7/12/24 | |

June each year to prevent not being in compliance.

| | | | | |
|---|---|--|-------------------------------------|------------------------------|
| Name - Certified Operator / Licensed Center Sheila's Shining Stars Learning Ctr li | | Provider Number / Facility ID Number 4000585904 / 003 - 2003351 | | |
| Address - Facility (Street, City, State, Zip Code) 3651 N 27Th St Milwaukee WI 532162603 | | Telephone Number 414-449-5437 | Date - Regulation Visit 6/7/2024 | |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
| 5 | 251.06(4)(a) Fire Extinguishers - Operable, Inspected, Labeled Description: Each fire extinguisher on the premises of a center shall be operable at all times, inspected once a year by a qualified person and bear a label indicating its present condition and date of the last inspection. The fire extinguisher were last labeled and inspected April 2023. | Fire extinguishers all have been serviced. Admin will have a yearly calendar to be sure its completed 1mth before expiration | 6/9/24 | |
| 6 | 251.08(4)(b) Driver Orientation - Requirement Description: Before a driver who is not the licensee first transports children, the licensee shall provide the driver with a training. The licensee shall review, document, and update the training as necessary with each driver annually. The annual driver training was not on file for Staff C. Previously, cited in a Warning Letter dated 10/21/2022. Repeat violation: Previously cited on 10/7/2022 | Center did not update form yearly. We do have monthly drivers meetings to remind drivers of rules & regulations all Drivers have filled out & were retrained and form is in all files | 7/4/24 | |

NAME - Agency Worker
Crescenta Sabree

Date Issued
6/20/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

7/3/2024