

Date Correction Plan Due 3/3/2025	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 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 1/31/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(6)(b) Current, Accurate Daily Attendance Record Description: The daily attendance record was not accurate on 1/31/2025. Twenty-six children were present, but only 23 children were listed on the attendance sheet. Repeat violation: Previously cited on 5/8/2023	All staff including drivers were reminded to always sign children in or out within 1 minute of them arriving or leaving. Admin will double check attendance every hour	2/28/25
2	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Current infant/child CPR/AED training was not not file for Staff C. The last certificate was expired 1/6/2025.	Admin looked over all files and plans to have a calendar that reminds all staff members one month in advance, before the expiration date	2/28/25

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.05(4)(c)1. Continuing Education Requirement - Full Time Staff 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 8 hours of continuing education for 2024. Repeat violation: Previously cited on 6/7/2024	Admin were under the impression that all staff members completed their hours. Admin created a system for all staff members to complete continue education by the end of June each year	2/15/25	
4 251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: The garbage can in the gym area didn't have a tight cover/lid.	Trash cans was removed from that specific area	2/15/25	
5 251.06(9)(d)1.d. Food Storage - Covering Refrigerated Food Description: A bowl of pineapples was observed not covered and dated in the refrigerator in the infant room.	All staff members was reminded on proper ways to store food also date and label immediately. Failure to do so will result in consequences	2/28/25	
6 251.08(4)(c)1. Driver Record - Obtain & Review Description: An annual driver record was not conducted for Staff A and Staff C.	Admin was reprimanded and came up with a solution to have a calendar specifically for drivers update, drivers will be notified one month prior of the update dates	2/28/25	

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Noncompliance Statement			

NAME - Agency Worker
Crescenta Sabree

Date Issued
2/17/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
02/28/2025