

<b>Date Correction Plan Due</b> 2/27/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Sheila's Shining Stars Learning Ctr ll		<b>Provider Number / Facility ID Number</b> 4000585904 / 003 - 2003351		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3651 N 27Th St Milwaukee WI 532162603		<b>Telephone Number</b> 414-449-5437	<b>Date - Regulation Visit</b> 12/17/2025	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)2. <b>Staff Record - Completed Background Check</b>  Description: Two staff started working with children without a preliminary or final completed background check.  Repeat violation: Previously cited on 2/21/2025, 11/20/2024	Administration will ensure all future employees complete required background checks prior to working with children. Staff files will be reviewed regularly to maintain compliance.	2/18/26	
2	251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b>  Description: Documentation of abusive head trauma training was not observed on file for Staff A and Staff B.	All staff will complete Abusive Head Trauma Prevention training before working with children. Administration will review staff files to ensure required training remains current.	2/18/26	

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3	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Documentation of completed child abuse and neglect training was not observed on file for Staff A and Staff B.	All staff will complete required Child Abuse and Neglect training. Administration will monitor staff files to ensure training compliance and timely renewals.	2/18/26	
4	251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: Documentation on a center orientation was not on file for Staff A.	Missing orientation documentation will be completed immediately. All future staff will complete orientation and documentation prior to working independently with children.	2/18/26	
5	251.08(4)(c)1. <b>Driver Record - Obtain &amp; Review</b>  Description: Documentation of an annual driving record was not observed on file for Staff A and Staff B.  Repeat violation: Previously cited on 1/31/2025	Annual driver records will be obtained immediately. Administration will implement a yearly review schedule to ensure all driving records remain current.	2/18/26	

**NAME** - Agency Worker  
Crescenta Sabree

Date Issued  
2/13/2026

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

Date Signed



2/18/26