

Date Correction Plan Due 3/24/2026	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 Ii		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 3/4/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Child 1 does not have immunization history on file and has been attending the center for more than 30 days.	The child's immunization history was obtained and placed in the child's file immediately. Administration will review all child records upon enrollment to ensure required documentation is on file before attendance.	3/20/26	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: According to attendance records, on 3/3/26, two children had arrival times documented but were missing departure times. Repeat violation: Previously cited on 1/12/2026, 1/31/2025	Staff were reminded to document both arrival and departure times daily. Administration will conduct routine attendance checks to ensure records remain accurate and complete.	3/20/26	

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3	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not documenting actual hours worked and in what classroom when used to meet staff-to-child ratio.	Staff time records were reviewed and corrected to accurately reflect hours worked and classroom assignments. Administration will monitor staff logs daily to ensure proper documentation for staff-to-child ratio verification.	3/20/26	
4	251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Staff E, identified as the meal prep personnel, does not have documentation of completing the annual one hour training in kitchen sanitation, food handling, and nutrition.	The staff member identified as meal prep personnel will complete the required annual kitchen sanitation and food handling and training. Administration will track and maintain all required food service training moving forward.	3/20/26	
5	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: A closet door in the basement near the boy's bathroom was open and contained cleaning products that were accessible to children.	Cleaning supplies were removed from the accessible area and secured in a locked storage location. Staff were reminded that all hazardous materials must remain locked and inaccessible to children at all times.	3/20/26	
6	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: A vent on the wall in the caterpillar room and two ceiling vents in the Leaping Frog room were covered in dust and a section of a vent was not fully secure to the ceiling.	The dusty vents were cleaned and the loose ceiling vent was secured properly. Administration will conduct regular maintenance checks to ensure the building remains clean and in good repair.	3/20/26	

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7	<p>251.06(9)(c)1. Safe Food</p> <p>Description: In the Ladybug room, several packages of food, including baby cereal and baby food were expired.</p> <p>An open container of formula was open and exceeded the suggested use by date on the package.</p>	<p>All expired or open food items were discarded immediately. Staff were reminded to routinely check food expiration dates and ensure all food is properly sealed and stored.</p>	3/20/26	
8	<p>251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers</p> <p>Description: In the Ladybug room, there was no working thermometer in the refrigerator and freezer.</p>	<p>Working thermometers were placed in the refrigerator and freezer immediately. Staff will monitor temperatures regularly to ensure proper food storage conditions are maintained.</p>	3/20/26	
9	<p>251.07(5)(a)6. Menus - Changes</p> <p>Description: Changes that were made to the planned menu were not documented on the menu to reflect what was actually served. For example, the lunch menu for 3/2/26 states ground beef/cheese, stir fry vegetables, mixed fruit, and lasagna noodles were served when hamburger/cheese, carrots, mandarin oranges and whole wheat bread was served.</p>	<p>Staff were reminded that all menu substitutions must be documented on the posted menu to reflect the meats actually served. Administration will review menus weekly to ensure accuracy.</p>	3/20/26	

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10	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: There is no documentation that the medical log book in the Bumblebee, Ladybug, Caterpillar room, and the front desk was reviewed within the last 6 months. The most recent review date in the Bumblebee, Ladybug and Caterpillar room occurred 7/21/25.</p>	<p>Medical logs were reviewed and updated to ensure all injuries are properly documented and reviewed. Administration will monitor records regularly to ensure compliance with documentation requirements.</p>	3/20/26	
11	<p>251.07(6)(f)1.a. Medication Administration - Parent Authorization</p> <p>Description: A medication authorization form dated 2024 for a child <input type="checkbox"/>s Ibuprofen does not have an end date.</p> <p>A medication authorization form for a child does not include the medication name, dosage, administration instructions, medication intervals and length of the authorization.</p>	<p>Medication authorization forms were updated to include all required information including expiration dates. Staff were reminded to review medication forms for completeness before administering medication.</p>	3/20/26	
12	<p>251.07(6)(f)1.b. Medication Administration - Containers & Labeling</p> <p>Description: Several medications and over the counter medications observed throughout the center were not labeled with the child <input type="checkbox"/>s name.</p>	<p>All medications were properly labeled and stored according to licensing regulations.</p>	3/20/26	

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13	<p>251.07(6)(f)3. Medication - Storage</p> <p>Description: Over the counter medication was not stored in an area inaccessible to children; a bottle of Gripe Water was observed in a childs cubbie in the Ladybug room and a childs ointment cream was observed in the childs cubbie in the Caterpillar room. **This was corrected during the licensing visit**</p>	<p>Medication was immediately moved to a secure location inaccessible to children. Staff were reminded that all medications must be stored safely and out of children's reach at all times.</p>	3/20/26	
14	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises</p> <p>Description: Several medications and over the counter medications being stored on the premise, do not have an administration authorization form signed and dated by the parent.</p> <p>Expired medication (two inhalers, two bottles of Childrens Acetaminophen, Orajel and two bottles of soothing tablets) were observed on the premise.</p>	<p>Expired medications were removed and authorization forms were reviewed to ensure all medications on site have current parent authorization. Administration will review medication records regularly to maintain compliance.</p>	3/20/26	
15	<p>251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information</p> <p>Description: Two under 2 intake forms were completed but were not on file in the room care was being provided.</p>	<p>The intake forms were moved to the appropriate classroom so staff have access while care is being provided. Administration will review infant and toddler files regularly to ensure required documentation is in the correct location</p>	3/20/26	

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16	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: The under 2 intake form for Child 3 was not reviewed and updated within the past 3 months.	The child's intake form was reviewed and updated immediately to reflect current developmental information. Staff were reminded to review and update infant and toddler records every three months as required.	3/20/26	
17	251.09(1)(L) Infant & Toddler - Soft Materials In Cribs Description: A 2 month old child was observed sleeping in a crib with a bib on and next to a pacifier that had beads attached. **The pacifier and bib was removed during the licensing visit.**	Soft materials were removed from the crib immediately during the licensing visit. Staff were reminded that cribs must remain free of soft items to maintain safe sleep practices.	3/20/26	

NAME - Agency Worker
Kristin Lange, Daniel NoelDate Issued
3/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

3/20/26