DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
7/30/2026		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		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	6/17/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Staff are not consistently documenting hours worked when used to meet ratio. In the Butterfly room, staff hours were not documented on 6/15/26 and staff did not sign in on 6/17/26. In the Big School Agers, staff hours were not documented on 6/15/26 and 6/16/26 and staff did not sign in on 6/17/26. In the Ladybugs, staff did not sign out on 6/16/26. In the Leaping frogs, staff did not sign in on 6/17/26. And in the Caterpillars room, 3 staff were signed in on 6/17/26 but only 2 staff were present. Repeat violation: Previously cited on 3/4/2026	All STAFF WERE RETRAINED ON Documenting their work Hours and are required To Sign in and Out daily. Management will review STAFF Records each day to ensure Compliance	7/24/26	

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2	251.06(11)(bm)1. **Outdoor Play Equipment - Intended Use** Description: A basket of large rocks at the base of the basketball hoop is used to hold it down. This does not meet the manufacture recommendations, as it is recommended the based be filled with water or sand.	The basketball hoop base was filled with sand to properly secure it according to the manufacturer's recommendations. Staff will routinely inspect outdoor equipment for safety.	7/24/26	
3	251.06(2)(a) **Potential Source Of Harm On Premises** Description: In the outdoor play space, nails/screws were observed sticking out of the shed, accessible to children.	The shed was repaired and secured so children can no longer access it. Staff will complete regular outdoor safety inspections to identify and correct hazards.	7/24/26	
4	251.07(2)(c)3. **Time Out - Time** Description: According to an entry in the medical log book, on 5/13/26 in the Leaping Frogs room, a child was placed in a 5 minute time out. Time-out periods may not exceed 3 minutes.	All staff were retrained on the centers guidance and discipline policy, including that time outs may not exceed three minutes. Directors will monitor classrooms to ensure the policy is followed.	6/22/26	
5	251.07(6)(dm)2. **Medical Log - Pages & Entries** Description: In the Leaping Frogs room, entries in the medical log book on 5/13/26 were not signed or initialed by the person making the entry.	Staff were retrained on properly completing the medical log, including signing and initialing every entry. The director will review medical logs regularly to ensure they are completed accurately.	7/24/26	

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Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**

NAME - Agency Worker
Kristin Lange, Deborah Kersting

Date Issued
7/15/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
7-24-26