

Date Correction Plan Due 3/29/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 Shining Stars Preschool Cc Ctr Llc		Provider Number / Facility ID Number 8000566508 / 001 - 1000221		
Address - Facility (Street, City, State, Zip Code) 3900 Cedar Ct Green Bay WI 54313		Telephone Number 920-865-3900	Date - Regulation Visit 2/21/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(c) Current, Accurate Information Description: On February 2024, a staff member failed to give current and accurate information to the Licensing Specialist during a complaint investigation.	Staff member written up & disciplinary action was taken.	2/28/24	
2	251.04(3)(jm) Report - Prohibited Actions Description: The center failed to report prohibited actions by a staff member to the department within 24 hours after the incident.	Held a staff meeting and re-educated staff on policy to report	3/12/24	

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3	251.04(4)(a)2.e. Parent Notification - Inappropriate Child Guidance Description: The center failed to notify parents of an incident where their child was subject to inappropriate child guidance.	Held a staff meeting and re-educated staff on policy to report.	3/12/24
4	251.06(2)(h) Smoking Prohibited On Premises And In Vehicles Description: Based on interview, a staff member vaped in a classroom when children were present.	written warning, next offense termination	2/22/24
5	251.07(2)(e) Child Guidance - Prohibited Actions Description: At the end of January 2024, a child care worker picked up a 5-year-old child aggressively and set them down on the ground to clean up. The child care worker then reached around and used the child's hands, in an aggressive manner, to pick the toys up and put them in bins. The child care worker was frustrated and yelling at the child during this interaction.	Had all staff re-take Mandated Reporter. Staff members also took a 2 hour class on staff stress, & child behaviors	3/8/24

NAME - Agency Worker
Gina Linssen

Date Issued
3/15/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Gina Linssen

3/20/24