

Date Correction Plan Due 7/2/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
---	--	---

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 4/10/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(h)8. Policy Submitted & Implemented - Child Guidance Description: Center staff were not following the center policies when they did not have a documented behavior plan for 2-year-old child in care.	Staff went over proper policy & procedures with director and owner. Director made new behavior logs to help with documentation.	4/19/24	
2	251.04(6)(a)6. Child Record - Health History Description: Child number 1 on the children's record checklist did not have documentation of a health history form in the files.	Health history was being updated. It was added back to file.	4/11/24	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Shining Stars Preschool Cc Ctr Llc		8000566508 / 001 - 1000221		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
3900 Cedar Ct Green Bay WI 54313		920-865-3900	4/10/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff member E on the staff record form did not have documentation of completion of a staff physical in the files.	Staff E was notified on needing a physical on file. Staff ended up quitting 5/1/24	4/11/24	
4	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff member C on the staff record checklist did not have documentation of a Registry Certificate in the file. Repeat violation: Previously cited on 4/5/2024	Staff C was reminded that registry certificate was needed. Staff quit 4/29/24	4/12/24	
5	251.05(2)(a)5. Staff Record - High School Diploma Description: Staff members D and E on the staff record checklist did not have documentation of a high school diploma in the files.	Staff D & E was waiting for a copy to come in. Staff E quit 5/1/24 Staff D on file.	5/3/24	
6	251.055(1)(f) Child Tracking Procedure Description: The sign in sheets for the early preschool room and the preschool room were not accurate on April 8, 2024. NAME - Agency Worker Jody Beyer	When over with staff about signing in/out children & staff.	5/3/24	
SIGNATURE - Certified Operator or Designee / Licensee or Designee			Date Issued 6/18/2024	Date Signed

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Shining Stars Preschool Cc Ctr Llc		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 4/10/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.07(2)(e) Child Guidance - Prohibited Actions Description: A child care worker forced a 2-year-old child to stay on their mat for disciplinary reasons and threw the child's boots outside for not listening. Repeat violation: Previously cited on 2/29/2024, 2/21/2024	Childcare worker no longer employed 5/31/24. Current staff was reminded that items (comfort) cannot be taken away for disciplinary reasons.	5/1/24	
8	251.07(4)(b) Naps Or Rest Periods - Awake Children Description: The staff in the early preschool room did not allow a 2-year-old child to get up after nap time.	The staff involved no longer employed. Current staff reminded that children cannot be forced to stay on cots if they are awake.	5/1/24	

Hana Cayce

9/18/24