

Date Correction Plan Due 9/18/2025	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 3/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(jm) Report - Prohibited Actions Description: In February 2025, the center failed to report to the department that an employee used prohibited actions with a child when they used profanity towards them. Repeat violation: Previously cited on 2/21/2024	<i>staff were talked to about when to report prohibited actions or even questionable ones. This employee was terminated at the time of occurrence.</i>	<i>3/14/25</i>	
2	251.05(3)(a) Staff - Competency Description: On March 11, 2025, the center had a staff member working with children who was not mentally and emotionally able to provide responsible care for all children.	<i>Staff were reminded that personal time off can be used for days that they need to regroup. This employee quit without notice.</i>	<i>3/14/25</i>	

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3	251.07(2)(e)2. Prohibited Actions - Verbal Description: At the end of February 2025, a child care worker was heard by two other workers using profanity towards a three-year-old child who had an accident in their pull-up. Repeat violation: Previously cited on 4/5/2024	A Review of how to talk to children & Mandated Reporting was gone over with the staff involved. The staff caught using profanity was terminated.	3/14/25
			Verification Date

NAME - Agency Worker
Gina Linssen

Date Issued
9/4/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



9/18/25