

<b>Date Correction Plan Due</b> 12/26/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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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.

<b>Name - Certified Operator / Licensed Center</b> Shining Stars Child Care		<b>Provider Number / Facility ID Number</b> 3000587693 / 002 - 2003172		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1017 Laurel St Marshfield WI 544491770		<b>Telephone Number</b> 715-898-2220	<b>Date - Regulation Visit</b> 11/20/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(2)(L)1.b. <b>Department Notices Posted</b>  Description: The Notice of Order, Sanctions and Appeal Process issued on 05/29/25 was not posted next to the child care license.  Repeat violation: Previously cited on 4/30/2025	all notices, sanctions and appeal pages are posted on parent board	11/25/25	
2	251.055(1)(i) <b>Person In Sole Charge Of Children - Minimum Age</b>  Description: Staff A is under the age of 18 years old and was left in sole charge of a group of children in Room 6.	all staff <del>staff</del> left alone with must be at least 18 and it will be done.	11/25/25	

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3	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: One parent authorization was approved for a period of 2 years in Room 4a.  One authorization to administer was not signed by a parent in Room 6.  Repeat violation: Previously cited on 4/30/2025, 2/27/2024	Parent authorization was corrected & updated. Authorization was updated to administer was signed by a parent.	11/25/25	
4	251.07(6)(f)5. <b>Medication Administration - As Labeled &amp; Authorized</b>  Description: Two medications in Room 4a were not being administered per labeled instruction.  Repeat violation: Previously cited on 4/30/2025	all staff now will read & follow directions on label.	11/25/25	
5	251.07(6)(f)6. <b>Current Authorizations For Medications On Premises</b>  Description: One parent authorization to administer was expired in Room 4a.  Repeat violation: Previously cited on 4/30/2025	a current authorization was updated to be correct.	11/25/25	

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6	251.07(6)(i)1. <b>Washing Child's Hands &amp; Face</b>  Description: A child in Room 2 did not have their hands washed after getting their diaper changed.	Staff was reminded to wash child's hands after changing diaper.	11/25/25	
7	251.07(6)(i)2. <b>Adult Handwashing</b>  Description: Staff in Room 2 did not wash their hands before changing diapers.	Staff was reminded to wash hands before changing diapers.	11/25/25	
8	251.09(1)(L) <b>Infant &amp; Toddler - Soft Materials In Cribs</b>  Description: A 4 month old infant was sleeping in a swing with a blanket.	Staff was reminded no children may sleep in swing.	11/25/25	
9	251.09(2)(bm) <b>Infant &amp; Toddler - Sleep Position</b>  Description: A 4 month old infant was sleeping in a swing.	↓ ↓	11/25/25	

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10	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: The bottles in the refrigerator of Room 2 were not labeled with child's name and date.	<i>all childrens bottles are labeled with child's name and date.</i>	<i>11/25/25</i>

**NAME** - Agency Worker  
Heather Struck, Brooke Lampe

*Deborah Recker*

Date Issued  
12/10/2025

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

Date Signed  
*1/14/26*