

Date Correction Plan Due 6/24/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Starlight Academy		Provider Number / Facility ID Number 4000589194 / 001 - 2003345		
Address - Facility (Street, City, State, Zip Code) 537 N Main St Oregon WI 535751109		Telephone Number 608-291-2488	Date - Regulation Visit 6/3/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Written authorizations for several medications found on the premises exceeded the length of time specified on the label. Additionally, several medications found on site had authorizations that had expired in 2024.	See attached documet	6/13/25 and ongoing	

NAME - Agency Worker
Sara Bossingham Obrien

Date Issued
6/10/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Mindy Lalor

Date Signed
06/13/2025

Starlight Academy

Corrective Action Plan: Medication Administration – Parent Authorization

Non-Compliance Summary:

During a recent review, it was noted that several medications stored on site had written authorizations that exceeded the duration specified on the medication label. In addition, several items remained on site with expired authorization forms dated in 2024.

Corrective Actions Taken:

1. Medication Inventory Audit

- We conducted a full review of all medication storage buckets at the center.
- Any medications that were expired, lacked valid authorization, or exceeded the recommended duration on the label were sent home with families immediately.
- This includes surface-level items such as Vaseline and Desitin, which were previously overlooked as usage had been discontinued due to children becoming toilet trained.

2. Staff Training

- All staff have received updated training on our revised Medication Administration Policy.
- Training included:
 - Strict adherence to the timeframes listed on over-the-counter medication labels.
 - Procedures for identifying expiration dates on authorization forms.
 - Required documentation for each medication, including clear parent authorization valid within the appropriate timeframe.

3. Policy Review and Implementation

- Our policy has been updated to include the following:
 - All over-the-counter medications without a specific timeframe may only be authorized for a maximum of one week, unless accompanied by a physician's order.
 - Any label that includes language such as "consult a doctor after X days of use" will follow that listed limit for parental authorization.

- Expired or unused medications will be returned to families or disposed of in accordance with safe disposal practices.

4. Ongoing Compliance Measures

- A monthly check of all medication buckets will be conducted by management to ensure compliance.
- Expiration tracking will be added to our medication log system so that authorizations are reviewed proactively.
- Classroom leads will be responsible for notifying management if a child discontinues use of diapering products or other medications so that items can be promptly removed from the classroom.

Date of Completion: 6/13/2025 and ongoing

Submitted by:

Mindy Lalor
Director, Starlight Academy