

Date Correction Plan Due 3/24/2026	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)(l) 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 Shine Bright On Main		Provider Number / Facility ID Number 9000593269 / 001 - 2008305	
Address - Facility (Street, City, State, Zip Code) 122 E Main St Coleman WI 541129315		Telephone Number 715-781-6855	Date - Regulation Visit 2/27/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: The center failed to post the results from the most recent monitoring visit on 1/21/26.	Posted immediately	2-27-26
2	251.04(2)(L)1.b. Department Notices Posted Description: The center failed to have the warning letter from the department dated January 28, 2026 posted in the center.	Posted immediately	2-27-26

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3	251.04(3)(L) Report - Construction Or Remodeling Description: The center failed to report that the fence in the outdoor play space was partially removed due to construction taking place inside of the building.	Email to Gina with temporary Plan while fence is down	2-28-26	
4	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Child #3 on the child record checklist failed to have a follow-up health exam within 6 months of their last one which was dated 5-3-25.	Notified parent immediately	3-4-26	
5	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: The center failed to document days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio for staff member A on the staff record checklist.	Staff A is removed as a caregiver	2-28-26	
6	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff member A on the staff record checklist failed to complete the entry level training within 6 months of working as an assistant teacher.	Staff A is removed as a Caregiver	2-28-26	

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7	251.055(2)(d) Mixed Age Group With Children Under Age 2 - Group Size Description: On 2-24-26, the pre-school room exceeded the maximum group size when nine children were in care when combined with children under 2 years of age for approximately 5 1/2 hours.	Attendance will be monitored closer to avoid this situation from happening again.	2-28-26	
8	251.06(11)(b)7. Outdoor Play Space - Enclosure Description: The center failed to have an outdoor closure not less than 4 feet high around the outdoor play space. A portion was taken down due to construction inside the center.	Email to gina to work out a temporary plan.	2-28-26	
9	251.06(2)(a) Potential Source Of Harm On Premises Description: Based on observation during the licensing visit on 2-27-26, cords from a blind were within reach of a crib, and an electrical cord was within reach of another crib.	Cord for blind has been moved and electrical cord has been moved	2-28-26	
10	251.07(1)(e)4. Daily Outdoor Activities Description: Based on staff interview during the licensing visit, the children had not had outdoor time in at least 2 weeks.	effective immediately children are to be taken on walks	2-28-26	

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NAME - Agency Worker
Gina Linssen, Erin Mancoske-Anderson

Date Issued
3/10/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Andrea Schaefer

Date Signed

3-15-26