STATE OF WISCONSIN

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
5/21/2026		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 202.085, 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		Provider Number / Facility ID Number	
Shine Bright On Main		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** 4/16/2026	
Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1 251.04(2)(c) **Current, Accurate Information** Description: During the licensing visit on 4-16-2026, the licensing specialist observed children in care who were not included on the agreed upon plan identifying which children were approved to be in care. Based on record review, the same children who were not on the approved list were in care on several days in March 2026 and April 2026.	While down to one room only children on approved list are to be in care	4-17-26	
2 251.04(6)(a)6. **Child Record - Health History** Description: Child #3 on the child record checklist failed to have a health history form on file.	Health history form completed same day	4-16-26	

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122 E Main St Coleman WI 541129315	715-781-6855	4/16/2026	

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3	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: On 4-16-26, the center failed to maintain current and accurate attendance when they were unable to produce the attendance records for the licensing specialist to review.	Manually do attendance	4-17-26	
4	251.05(3)(d)1. **Administrator - Designation, Responsibilities** Description: As of April 16, 2026, the center failed to designate a qualified administrator.	Admin Class is Complete.	5-19-26	
5	251.055(2)(c) **Mixed-Age Group - Staff-To-Child Ratio** Description: On 4-16-2026, the licensing specialist observed one care giver with 8 children, two of which were under 2 years of age, totaling a numerical weight of 1.186.	Ratios are watched Carefully	4-17-26	
6	251.055(2)(d) **Mixed Age Group With Children Under Age 2 - Group Size** Description: On 4-16-2026, the pre-school room had 11 children in care for 45 minutes with two of the children being under the age of 2 years of age. Repeat violation: Previously cited on 2/27/2026	Ratios are Watched carefully	4-17-26	

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NAME - Agency Worker
Gina Linssen

Date Issued
5/14/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Andrea Lorauf

Date Signed
5-25-26