

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
608-422-6765

Date Correction Plan Due
1/22/2025

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)(O), 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
Brilliant Beginnings Of Waunakee Llc		4000591484 / 001 - 2006671
Address - Facility (Street, City, State, Zip Code) 1008 Quinn Dr Waunakee WI 535972501		Telephone Number 608-849-4363
		Date - Regulation Visit 1/7/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1 251.055(1)(a) Supervision Of Children Description: On 12/10/2024, a two-year-old child left the classroom and was found in the hallway by their parent. The child was unsupervised for up to two minutes. The incident was self-reported by the program.	<ul style="list-style-type: none"> • Backs never allowed to children → Teachers must sit/stand in a spot where all children visible (back should always be to a wall, never a child). • All room doors required to be closed for any rooms containing children under the age of 3. • Gate put up in opening to the gym. 	<ul style="list-style-type: none"> • 1/8/25 • 1/8/25 • 1/8/25
2 251.055(1)(f) Child Tracking Procedure Description: On 12/10/2024, the center did not adhere to a procedure to ensure the whereabouts of children are known a two-year-old child left the classroom and was returned by parent and administrator. The incident was self-reported by the program.	<ul style="list-style-type: none"> • Mandatory Face to Name every 60 minutes (must mark of in Proce App) as well as at every transition time. • Post its removed in every classroom with exact number of children. • Highly encouraged (mandatory) for staff involved to take the keeping children safe training 	<ul style="list-style-type: none"> • 1/8/25 • 1/8/25 • 3/14/25
		Verification Date

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<p>608.13(1) - The facility must ensure that all staff are properly trained and supervised. The facility must ensure that all staff are properly trained and supervised. The facility must ensure that all staff are properly trained and supervised.</p>	<p>The facility will ensure that all staff are properly trained and supervised. The facility will ensure that all staff are properly trained and supervised. The facility will ensure that all staff are properly trained and supervised.</p>	1/15/25	

NAME - Agency Worker
Jenny Sweeney

Date Issued
1/8/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

[Handwritten Signature]
Stefanie Clary

Date Signed
1/8/25