

SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL

Article No. 9589 0710 5270 0064 7145 51

July 25, 2025

John Casagrande c/o Kim Sladek Barks
Bright Horizons Children's Centers LLC
8624 Watertown Plank Road
Wauwatosa, WI 53226

Re: NOTICE OF DIRECT FORFEITURE ASSESSMENT AND APPEAL PROCESS

**Bright Horizons at Watertown Plank
Facility ID Number: 2000071**

Dear Mr. Casagrande/Bright Horizons Children's Centers LLC:

This letter constitutes statutory notice of an imposed direct forfeiture assessment on you, John Casagrande/Bright Horizons Children's Centers LLC, in the operation of Bright Horizons at Watertown Plank, a licensed group child care. This letter identifies the licensing statutory and/or code violations that were identified at Bright Horizons at Watertown Plank, additional sanctions and penalties that may result if these violations are not corrected and informs you of your appeal rights.

The Wisconsin Department of Children and Families (Department), under the authority of Wis. Stat. § 48.715, provides for sanctions and penalties where persons operate a group child care in violation of Wis. Stat. § 48 or Wis. Admin. Code § DCF 251. Sanctions and penalties include issuance of orders to stop operating, to correct violations and to submit plans of correction, assessment of forfeitures or revocation of a license. The Department may set forfeiture amounts of \$10.00-\$1,000 per day per violation.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)(L), the child care center shall post next to the child care license any notice received from the Department relating to rule violations. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.

A Noncompliance Statement and Correction Plan is being issued and is enclosed with this letter. (Attachment A.)

FORFEITURE ASSESSMENT

On June 30, 2025, licensing specialists, Tiisha Harrell and Crescenta Sabree conducted a visit in response to a self-report received on June 9, 2025, and found serious violations endangering the health, safety and welfare of children in care. The Department imposes a direct forfeiture assessment for the following violations:

1. DCF 251.04(2)(m) states the licensee shall ensure that any action, by commission or omission, or any condition or occurrences relating to the operation of maintenance of the child care center does not adversely affect the health, safety or welfare of any child under the care of the licensee. Contrary to DCF 251.04(2)(m) on June 9, 2025, a child, under the age of one years old, fell from a changing table when staff reached down to grab a diaper.

Forfeiture assessed for this violation: \$200.00

2. DCF 251.07(3)(a)5 states equipment and furnishings shall be used in accordance with all manufacturer's instructions and any manufacturer's recommendations that may affect the safety of children in care. Contrary to DCF 251.07(3)(a)(5) staff did not keep at least one hand on a child, during a diaper change, to prevent the child from falling as per the changing table product guide.

Forfeiture assessed for this violation: \$100.00

TOTAL FORFEITURE AMOUNT DUE FOR ALL VIOLATIONS: \$300.00

FORFEITURE PAYMENT

The total forfeiture amount due for all violations identified above is \$300.00. You can pay the forfeiture by either accessing the E-Payment module in Child Care Provider Portal at <https://mywchildcareproviders.wisconsin.gov> or sending payment to the address listed below. Payment should be made payable to the State Treasurer. Send your payment within ten (10) days of the receipt of this notice to the Bureau of Early Care Regulation, 201 W. Washington Ave., PO Box 8916, Madison, WI 53708-8916. Include the attached remittance notice. Forfeiture payments are deposited in the School Fund.

ADDITIONAL PENALTIES FOR FAILURE TO COMPLY

Failure to correct the identified violations and any subsequent failure to maintain compliance with the Wisconsin Statute and Administrative Code may lead to the imposition of additional sanctions and penalties, as set forth in Wis. Stat. § 48.715. Additional sanctions and penalties may include orders to stop operating, to correct violations, to submit plans of correction, forfeiture assessments, or proceedings to revoke a license. The Department may set daily forfeiture amounts ranging from \$10 to \$1000 per day, per violation.

APPEAL RIGHTS AND PROCEDURE

Any person aggrieved by a Department action taken under Wis. Stat. §§ 48.715, 48.68(1) and/or 48.686, has the right to an administrative hearing under Wis. Stat. § 227.42. Pursuant to Wis. Stat. § 48.72, **your written request must be sent directly to the Division of Hearings and Appeals no later than ten (10) days from the date of this notice**; please attach a copy of this notice to your request for a hearing.

To submit your request for an administrative hearing under Wis. Stat. § 227.44:

<p>Send your request via U.S. Mail:</p> <p>Division of Hearings and Appeals P.O. Box 7875 Madison, WI 53707-7875</p>	<p>Hand deliver your request:</p> <p>Division of Hearings and Appeals 4822 Madison Yards Way Madison, WI</p>	<p>Send your request via Facsimile:</p> <p>Division of Hearings and Appeals (608) 264-9885</p>
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Contact Tiisha Harrell, Licensing Specialist at 262-446-7846 if you have questions regarding this notice.

Sincerely,



Mary Schultek, Licensing Supervisor
Bureau of Early Care Regulation
DIVISION OF EARLY CARE AND EDUCATION

Attachments: Noncompliance Statement (Attachment A)

cc: Joey Roeth, Attorney, DCF Office of Legal Counsel
Randall Gasser, Regional Licensing Manager
Tiisha Harrell, Licensing Specialist
Bureau of Child Care Subsidy Administration
4C for Children
Department of Public Instruction
Wisconsin Early Care Association
Southeastern Regional Office Staff

(Complete, detach, and return this remittance slip with payment)

REMITTANCE SLIP

FACILITY ID NUMBER: 2000071

FACILITY NAME AND ADDRESS	REGIONAL OFFICE
Bright Horizons at Watertown Plank 8624 Watertown Plank Road Wauwatosa, WI	Southeastern Regional Office

LICENSING SPECIALIST Tiisha Harrell AMOUNT DUE \$300.00

Make check payable to **State Treasurer**. Please return this remittance slip with your payment within 10 days of receipt of this letter to:

Bureau of Early Care Regulation
Attention: Central Office Manager
201 W. Washington Ave.
PO Box 8916
Madison, WI 53708-8916

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
8/8/2025

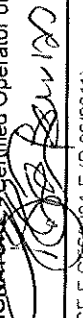
Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(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. 48.667. 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	
Bright Horizons At Watertown Plank		6000558236 / 011 - 2000071	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
8624 W Watertown Plank Rd Wauwatosa WI 532263550		414-771-2034	6/30/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(2)(m) Health, Safety & Welfare Of Children</p> <p>Description: The center failed to maintain the health, safety or welfare of a child in care when a child in the infant room fell from a changing table during diapering.</p>	<p>Changing table was moved to rest against a wall mitigating the risk of a fall off the back side. Retraining of all staff completed on June, 16, 2025 staff meeting with review at July 14, 2025 staff mtg. Center administrative team will conduct observations and monitor diapering processes to ensure all procedures are effectively in place and adhered to.</p>	6/16/2025	
<p>2 251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Documentation of current training in child abuse and neglect reporting requirements was not observed for Staff A.</p>	<p>Staff A completed state child abuse and neglect retraining on 7/1/2025. Verification of training was placed in the employees file and routine monitoring of required training renewals will be tracked and monitored for completion by the center administrative team.</p>	7/1/2025	

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Bright Horizons At Watertown Plank		6000558236 / 011 - 2000071	
Address - Facility (Street, City, State, Zip Code) 8624 W Watertown Plank Rd Wauwatosa WI 532263550		Telephone Number 414-771-2034	Date - Regulation Visit 6/30/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.07(3)(a)5. Indoor Equipment - Intended Use Description: Center failed to use the changing table in accordance to manufacturer's instructions and recommendation's for safety when staff did not keep at least one hand on a child during diaper changing to prevent a fall.	Center policy and procedure specifically states a firm hold a child will be maintained at all times. All staff were retrained on this policy and expectation in June and again in July for any clarification needed. Ongoing observations and training will provided by the center administrative team to ensure all staff adhere to the safety expectations of diaper changes.	6/16/2025	

NAME - Agency Worker
 Tiisha Harrell, Crescenta Sabree
 Date Issued
 7/25/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

 Date Signed
 7/30/2025

DCF-F-CFS6294-E (R.06/2011)