

Date Correction Plan Due 5/11/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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		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	4/23/2026	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
			Verification Date	
1	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Documentation of educational qualifications was not observed for Staff E, who is an assistant child care teacher.	Staff E submitted and is in the final evaluation for her CDA and awaiting final determination which would equate to full teacher qualifications upon review. Full compliance with licensing requirements will be met by verifying that all staff files contain complete, accurate and current documentation aligned with each employee's job title, including credentials, trainings, and certifications, through regular audits and ongoing tracking by the Director monthly and Regional Manager Quarterly.	5/22/2026	
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio was not maintained when 3 staff were marked as present in the Infant 3 classroom, but two staff were present and providing care for children.	Full compliance with transition-tracking expectations by requiring all staff to accurately sign in and out of classrooms in real time, with the Director, Assistant Director, and Instructional Coach, monitoring compliance daily. Immediate retraining occurred for staff involved and retraining on expectations with the full team reviewed at the May 22 staff meeting, to ensure accurate data tracking of responsible and present individuals in classrooms at all times.	5/22/2026	

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<p>3</p> <p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Documentation of current biennial training in child abuse and neglect reporting requirements was not observed for Staff A. Repeat violation: Previously cited on 6/30/2025</p>	<p>Staff A completed the required training immediately and the documentation was placed in their file. The Director will ensure that all staff complete their required biennial training on state child abuse and neglect reporting requirements prior to expiration. Compliance will be monitored through monthly tracking by the Director and quarterly audits conducted by the Regional Manager.</p>	5/7/2026	
<p>4</p> <p>251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness</p> <p>Description: Cots were not stored in a clean and sanitary manner when cots in the Toddler 3 classroom were uncovered with a bag of items sitting on top of the uncovered cots and cots in the Preschool 2 and Toddler 1 classrooms were uncovered.</p>	<p>The bag of items sitting on top of the uncovered cots in the Toddler 3 classroom was immediately removed and the cots were covered. The cots in Preschool 2 and Toddler 1 classrooms were immediately covered as well. Staff will ensure that all cots are fully covered when not in use and are safely stored and protected at all times. No items may be placed or stored on cots. The Instructional Coach and Assistant Director will monitor compliance daily, and the Director will conduct monthly audits to ensure ongoing adherence to this requirement. A review of this criterion will be discussed during the May 22nd staff meeting.</p>	5/22/2026	
<p>5</p> <p>251.09(1)(L) Infant & Toddler - Soft Materials In Cribs</p> <p>Description: A child under one year of age was asleep in a crib with a bib towel hung on the side of the crib in Infant 2 classroom, during the monitoring visit.</p>	<p>The bib was removed immediately. No items will be stored or displayed on the sides of cribs at any time. The Instructional Coach and Assistant Director will conduct daily monitoring to ensure compliance, with monthly audits completed by the Director. This expectation will be reviewed with all staff during the May 22 staff meeting to reinforce understanding and ongoing adherence.</p>	5/22/2026	

NAME - Agency Worker

Tisha Harrell, Crescenta Sabree

Date Issued

4/27/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

5/8/26