

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
3/13/2026

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 Bright Minds Learning Academy
Provider Number / Facility ID Number 8000589948 / 001 - 2004482

Address - Facility (Street, City, State, Zip Code) 2212 N 12Th St Milwaukee WI 532051320
Telephone Number 262-902-7383
Date - Regulation Visit 2/24/2026

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)1. Child Record - Enrollment Information Description: Documentation of authorized person and emergency contact information was incomplete for Child 2 and Child 3.	Center will update all children files to ensure paperwork is completed.	Immediately	
2 251.04(6)(a)4. Child Record - Field Trip Authorization Description: Documentation of authorization from the parent for the child to participate in transported and walking field trips was not observed for Child 3.	Center will update all children's files to ensure paperwork is completed.	Immediately	

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3 251.05(2)(a)2. Staff Record - Completed Background Check Description: Documentation that indicates a child care background check was completed and indicates a person is eligible to work in a child care program was not observed for Staff C, whose start date was 11/1/2025. Repeat violation: Previously cited on 3/13/2025, 2/21/2025, 11/20/2024, 2/29/2024	Center will ensure that all staff complete a background check before first day of employment	Immediately	
4 251.06(3)(b)3. Emergencies - Staff Responsibilities Description: During conversation with staff, Staff B indicated they are not aware of their duties during an emergency, which included identification of tornado shelters within the building and fire evacuation routes.	All staff will be retained on fire evacuation routes	Immediately	

NAME - Agency Worker
 Tiisha Harrell

Date Issued
 2/27/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
 2/25/2026