

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated September 11, 2025 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** tiisha.harrell@wisconsin.gov or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
635 N 26th ST

MILWAUKEE, WI 53233

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
9/25/2025

TO FILE A COMPLAINT CALL
262-446-7800

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

Smart And Bright Childcare

7000591887 / 001 - 2007117

Address - Facility (Street, City, State, Zip Code)
6561 N 55Th St Milwaukee WI 532235907

Telephone Number
414-409-3587

Date - Regulation Visit
9/9/2025

**Rule/Statute Number
Noncompliance Statement**

Correction Plan

**Expected
Completion Date**

**Verification
Date**

1

250.04(6)(a)1.b.
Child Record - Enrollment Information - Parent's Names

Description: Documentation of both parental/guardian's names was not observed for Child 3.

9/11/25

Both Parents names are now on the enrollment form for child 3

2

250.04(6)(a)1.e.
Child Record - Enrollment Information - Other Emergency Contact

Description: Documentation of complete emergency contact information was not observed for Child 3.

9/11/25

Emergency contact information was updated on child 3 Enrollment form

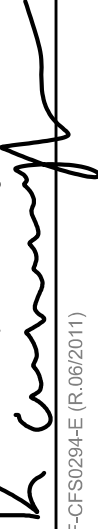
Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Smart And Bright Childcare		7000591887 / 001 - 2007117		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
6561 N 55Th St Milwaukee WI 532235907		414-409-3587	9/9/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	250.04(6)(a)1.f Child Record - Enrollment Information - Medical Contact Description: Documentation of the child's physician or medical facility was not observed for Child 1 and Child 2.	Child 1 & 2 Physician information was already included on the enrollment however, the Authorization part on the form was missing and is now completed.	9/11/25	
4	250.04(6)(a)2. Child Record - Field Trip Permission Description: Documentation of written authorization from a parent indicating permission to participate in field trips and off premises activities was not observed for Child 1 and Child 2.	A signed field trip permission form is now included in child 1&2 files.	9/18/25	
5	250.04(6)(a)4m. Child Record - Immunization History Compliance Description: Documentation that Child 1 and Child 2's immunization history was in compliance was not observed during the monitoring visit. Repeat violation: Previously cited on 12/16/2024	Child 1 & 2 Immunization History form is now included in child 1&2 files	9/15/25	
6	250.04(6)(b) Current, Accurate Daily Attendance Record Description: The center failed to maintain a current, accurate written record of daily attendance when none of the children present were signed in at the beginning of monitoring visit.	Provider and staff will sign in children soon as children arrives at the center	9/11/25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Smart And Bright Childcare		7000591887 / 001 - 2007117		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
6561 N 55Th St Milwaukee WI 532235907		414-409-3587	9/9/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
			Verification Date	
7	250.055(1)(L) Procedure - Number, Names, Whereabouts Known At All Times Description: The licensee did not implement and adhere to a procedure to ensure the number, names, and whereabouts of children in care are known to the provider at all times when, in the outdoor play space, the provider did not have a procedure to track the children in care.	Provider and Staff members will take the sign in and out tracking sheet outside with them when children are playing in the outdoor play space to keep track on the children in care	9/11/25	
8	250.06(2)(a) Electrical Or Hot Surface Protection Description: Three electric outlets were uncovered and not protected so that children cannot touch them.	Provider and staff will make sure all electrical outlets are covered and protected at all times.	9/11/25	
9	250.06(2)(c) Access To Materials Potentially Harmful To Children Description: Sunscreen labeled "keep out of reach of children" was observed on a shelf and in an area accessible to children.	Provider and Staff will keep sunscreen lotion out of the reach of children.	9/11/25	

NAME - Agency Worker
Tiisha Harrell, Crescenta Sabree

Date Issued
9/11/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
.9/20/2025