

<b>Date Correction Plan Due</b> 6/2/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 608-422-6765
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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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>	
Mindi's Sunshine Playhouse Childcare Center		5000588935 / 001 - 2002983	
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>
223 Progressive Dr Baraboo WI 539138738		608-253-5557	5/5/2026
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
1	251.04(2)(h)3. <b>Policy Submitted &amp; Implemented - Discharge Of Enrolled Children</b>  Description: The center did not follow its written policy on discharging an enrolled child, which states that the Board of Directors may disenroll a child without providing prior notice. On 4/22/26, a member of the administrative staff disenrolled a child without giving prior notice. It was later discovered that the center does not have a Board of Directors.	Upon review, it was determined that the policy incorrectly references a Board of Directors, which the center does not have. The center will revise its discharge policy to accurately reflect the center's organizational structure and clearly identify the individual(s) authorized to make disenrollment decisions. Administrative staff will be trained on the revised policy and procedures to ensure consistent implementation.	1 06/15/26

*Copy of Handbook  
revision sent to  
licensing 06/16/26*

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Mindi's Sunshine Playhouse Childcare Center		5000588935 / 001 - 2002983		
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2	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Based on a review of the Toddler Classroom's children's attendance records and staff hours worked when counted in the staff-to-child ratio, there were 12 separate time segments from 3/02/26 to 4/15/26 when children were signed into the classroom and staff were not signed in. The total amount of time staff were not signed in when children were signed in was 7 hours and 25 minutes.</p> <p>In addition, one staff person who signed into the Toddler Classroom on 3/04/26 did not sign out.</p> <p>Repeat violation: Previously cited on 7/9/2024</p>	<p>The center has reviewed attendance procedures with all staff and provided additional training on the requirement to accurately record arrival and departure times whenever counted in staff-to-child ratio. Administrative staff will conduct regular audits of attendance records to ensure compliance and promptly address any discrepancies. The center will continue monitoring staff records to ensure accurate documentation of days and hours worked.</p>	06/15/26	
3	<p>251.05(3)(f)3. <b>Child Care Teacher - Entry-Level Training</b></p> <p>Description: Staff B, who has been working as a lead teacher, is missing documentation of qualifications which are required prior to assuming the position.</p>	<p>The center has reviewed Staff B's file and will obtain and maintain all required documentation to verify qualifications before staff assume lead teacher positions. Administrative staff will implement a file review process to ensure all required training and qualifications are documented prior to assignment in regulated positions. Ongoing monitoring of staff files will occur to ensure continued compliance with licensing requirements.</p>	07/31/26	
4	<p>251.07(6)(dm)3.a. <b>Medical Log - Observation Or Evidence Of Injury</b></p> <p>Description: Center staff did not document a child's injury of unknown origin in the medical log book, which happened on or around 4/16/26.</p>	<p>All staff have been reminded of the requirement to document any observed injury of unknown origin in the medical log promptly and completely. Additional training has been provided regarding injury documentation procedures and recordkeeping requirements. Administrative staff will conduct periodic reviews of medical logs to ensure compliance and prevent future occurrences.</p>	06/15/26	

<b>Name - Certified Operator / Licensed Center</b> Mindi's Sunshine Playhouse Childcare Center		<b>Provider Number / Facility ID Number</b> 5000588935 / 001 - 2002983	
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5	251.07(6)(i)5. <b>Diapering Children Over Age 2</b>  Description: The center did not follow its diapering and toileting rules for children over age two when, on 4/09/26, a child's diaper was not changed all day. A pull-up was placed over the original diaper before the child was picked up, and the parent discovered the child's original diaper was filled with urine and feces.	Staff have been retrained on diapering and toileting requirements, including routine checks, timely changes, proper documentation, and maintaining children's health and comfort. Classroom procedures have been reviewed and updated to ensure diaper checks occur consistently throughout the day. Administrative staff will conduct ongoing monitoring and periodic audits to ensure compliance with licensing regulations and prevent future occurrences.	06/05/26
6	251.09(1)(e) <b>Infant &amp; Toddler - Provider Training</b>  Description: Staff A, who has been working with infants or toddlers more than six months, is missing documentation of having completed 10 hours of training in infant and toddler care within 6 months of assuming the position.	The center has reviewed Staff A's training records and will ensure completion and documentation of all required training. Administrative staff will implement a tracking system to monitor training deadlines and verify that all required qualifications are completed and documented within regulatory timelines. Ongoing reviews of staff files will be conducted to ensure continued compliance with licensing requirements. Staff A is enrolled in The Fundamentals of Infant and Toddler care currently and will complete by 06/30/2026.	Staff A Completed Infant/Toddler course on 06/13/26

**NAME - Agency Worker**  
Amy Anderson

**Date Issued**  
5/19/2026

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**

*Jennifer Bachman*

06/15/2026