Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
9/16/2026		608-422-6765

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
Mindi's Sunshine Playhouse Childcare Center	5000588935 / 001 - 2002983

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
223 Progressive Dr Baraboo WI 539138738	608-253-5557	8/25/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(c) **Current, Accurate Information** Description: Information provided to the Department for a complaint was not current and accurate. On 6/24/26 a child put dried feces in their mouth from the floor and Staff A told the Licensing Specialist that they told the child's parent about the incident the same day. However, the child's parent stated they were not informed of the incident until 7/20/26, and it was Staff B who informed them, not Staff A. On 7/06/26, Staff A told the Licensing Specialist that a ripped Toddler diaper pad was replaced that day. But, on 8/25/26 the same ripped diaper pad was still being used for the Toddler children.	Administration has reviewed the findings and reinforced expectations for accurate reporting, timely parent notification, and proper documentation. Staff will document parent communications, including the date, time, and person notified, to ensure information can be verified. The damaged diaper-changing pad had been replaced; however, staff returned the original pad to use without administrative knowledge. The damaged pad was permanently removed and discarded on 08/25/2026. Moving forward, damaged equipment will be immediately removed and discarded to prevent reuse. Administration will monitor compliance through routine classroom inspections, review of incident documentation, and verification of required parent notifications. Staff will be reminded of their responsibility to provide accurate information to the Department.	08/25/26	

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2	251.04(2)(m) **Health, Safety & Welfare Of Children** Description: The center did not ensure the health, safety and welfare of children on 6/24/26 when there were pieces of child feces on the floor in the Toddler diapering area, and a one-and-one-half-year-old child put a piece of it in their mouth.	Administration has reviewed the incident and reinforced proper diapering, sanitation, and supervision procedures with staff. Staff are required to immediately clean and disinfect any contaminated surfaces, properly dispose of soiled materials, and ensure diapering areas and surrounding floors remain clean and free of hazards. Staff will maintain active supervision of children during diapering routines and immediately address any sanitation concerns. Administration will monitor compliance through routine classroom observations, sanitation checks, and ongoing staff guidance to ensure the health, safety, and welfare of all children.	09/08/26 Staff Meeting	
3	251.07(6)(g)2. **Cleaning Bodily Secretions On Surfaces** Description: During the course of a complaint investigation, information revealed that bodily secretions on a surface were not washed with soap and water and disinfected when there were child feces on the floor in the Toddler diapering area on 6/24/26, accessible to children. Staff said the feces were on the floor since 6/23/26, and they were not cleaned up until 6/25/26.	Administration has reviewed the incident and reinforced proper cleaning and disinfecting procedures with all staff. Staff are required to immediately remove bodily secretions, wash contaminated surfaces with soap and water, and disinfect using an approved disinfectant according to manufacturer instructions. Contaminated areas must be kept inaccessible to children until cleaning and disinfecting are completed. Staff have been reminded of their responsibility to promptly address and report sanitation concerns. Administration will monitor compliance through routine classroom inspections, observations, and ongoing staff guidance to ensure a clean and safe environment for all children.	09/08/26 Staff Meeting	
4	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: The diapering surface used for children in the Toddler room is not easily cleanable when there are rips in it. This is the same diapering surface that had rips in it during the previous licensing visit on 7/06/26. During the 7/06/26 visit, staff had agreed to immediately replace the diaper pad with a new one, and sent the licensor a photo of a new diaper pad that was reportedly being used from that day on. However, on 8/25/26 the center was still using the same ripped diaper pad observed on 7/06/26.	The damaged diaper-changing pad was initially replaced with a new pad following the 07/06/26 licensing visit. However, classroom staff returned the damaged pad to use without administration's knowledge because it fit the changing table better. Upon identification on 08/25/26, the damaged pad was immediately removed and permanently discarded. Staff have been instructed that damaged diapering surfaces must be removed from use immediately and may not be reused. Administration will conduct routine inspections to ensure all diaper-changing surfaces remain intact, easily cleanable, and suitable for proper cleaning and disinfection.	08/25/26	

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NAME - Agency Worker
Amy Anderson

Date Issued
9/2/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jennifer Bachmann

Date Signed
10/30/2026

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