

Date Correction Plan Due
1/13/2026

**NONCOMPLIANCE STATEMENT AND CORRECTION
PLAN**

TO FILE A COMPLAINT CALL
715-930-1148

Use of Form: This form is used by certification / licensing staff to identify stated 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 202.06(4), DCF 250.06(2)(i) and (3)(d), DCF 251.04(2)(4) and (3)(i), DCF 252.41(1)(a) and (3)(c). 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 non-compliance 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. 48.710. 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

Brightninds Childcare And Preschool

5000591545 / 001 - 2006743

Address - Facility (Street, City, State, Zip Code)

1100 Linden Dr Holmen WI 546362508

Telephone Number
608-399-3332

Date - Regulation Visit
10/8/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: During the course of a complaint investigation and a review of two weeks of attendance records, the center does not have accurate documentation of days and hours worked and in which specific room for staff who are being counted in staff-to-child ratio.</p>	<p>Staff will sign in + out of the clipboards to show who is in the rooms + counted in ratios</p>	1/1/26	

Brightminds Childcare And Preschool

5000591545 / 001 - 2006743

Address - Facility (Street, City, State, Zip Code)

1100 Linden Dr Holmen WI 546362508

Telephone Number

608-399-3332

Date - Regulation Visit

10/8/2025

Correction Plan

Expected
Completion Date

Verification
Date

Rule/Statute Number
Noncompliance Statement

2

251.055(2)(c)
Mixed-Age Group - Staff-To-Child Ratio

Description: During the course of a complaint investigation and a review of the attendance records, staff-to-child ratios were not being met in the Daisies room on 9/12/25. This room required a second staff person according to the calculations of the staff-to-child ratio worksheet. For a mixed-age group a numerical weight 1.05 or above would require 2 staff persons. The numerical weight for this room was 1.322.

Have a second
staff available
when needed

1/1/26

3

251.055(2)(d)
Mixed Age Group With Children Under Age 2 - Group Size

Description: During the course of a complaint investigation and a review of the attendance records, on 9/26/25 there were 4 children under 18 months in a group of 11 children in the Daisies room. Rule states when children under 18 months are part of a mixed-age group, the size of the group may not exceed 8.

Have another staff
member available when
needed to move kids
+ stay in ratios for
age groups.

1/1/26

4

251.06(7)(a)
Indoor Space - Square Footage Per Child

Description: The room capacity for the Daisies room is 8 children. During the course of a complaint investigation and a review of attendance records, on 9/26/25 there were 11 children in the Daisies room from 7:45 am - 8:15 am, exceeding the maximum number of children allowed per square footage.

Have another staff
member available
so ratio does not
exceed maximum # of
children per square
footage.

1/1/26

License - Certified Operator / Licensed Center

Bright Minds Childcare And Preschool

County (State, City, State, Zip Code)

Madison WI 536382508

Rule/Statute Number
License Compliance Statement

Facility ID Number

5000981040 / 001 - 2006740

Telephone Number
908-399-3237

License Number
10980605

Creation Date

Expiration
Completion Date

Application
Date

NAME - Agency Worker
Jennifer Stubbe

Date Issued
12/30/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



1/1/20