

<b>Date Correction Plan Due</b> 1/13/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-930-1148
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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(TAL) and (2)(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 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> Brightminds Childcare And Preschool	<b>Provider Number / Facility ID Number</b> 5000591545 / 001 - 2006743
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<b>Address - Facility (Street, City, State, Zip Code)</b> 1100 Linden Dr Holmen WI 546362508	<b>Telephone Number</b> 608-399-3332	<b>Date - Regulation Visit</b> 10/29/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1.	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: During the course of a complaint investigation and a review of one week 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.  Repeat violation: Previously cited on 10/8/2025.	Staff better trained on signing in + out of clipboards along with using separate morning + Afternoon clipboards when combined	1/1/26	
2.	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff C was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.	Training was completed and certificate in file	1/1/26	

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Brightminds Childcare And Preschool

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10/29/2025

Correction Plan

Expected  
Completion Date

Verification  
Date

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251.055(2)(a)

Group Size - Maximum

Description: During the course of a complaint investigation, review of one week of attendance records combined with staff statements, the Daisies room has been over the maximum group size 2-3 days a week by 1 to 3 children at times during the month of October 2025. The Tulip room also exceeded maximum group size by one child on Tuesday, October 21, 2025.

Staff will radio + there will be another staff member available to go in or move the children to their classroom to stay in ratio

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251.055(2)(b)

Staff-To-Child Ratios - Minimum

Description: During the course of a complaint investigation a review of one week of attendance records showed the Tulips room was out of staff-to-child ratio from 9:15am - 9:45 am on October 21, 2025 when one staff person was with 8 children under 18 months.

Staff will be better at signing in and out of clipboards

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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 a review of attendance records combined with staff statements there are 2-3 days a week when the Daisies room exceeded the maximum number of children allowed per square footage by 1-3 children during the month of October 2025.

Repeat violation: Previously cited on 10/8/2025

When the room hits 8 children a staff member will be available to move the children from the room to the next classroom to stay within space.

11/1/26

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Brightnirids Childcare And Preschool

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1100 Linden Dr Holmen WI 546362508

Provider Number / Facility ID Number

5000581545 / 001 - 2000748

Telephone Number

608-399-3332

Issue Date

10/09/2025

Correction Plan

Expected  
Completion Date

Violation  
Date

Role/Statute Number  
Non-compliance Statement

NAME - Agency Worker

Jennifer Stubbe

Date Issued

12/30/2025

SIGNATURE - Certified Operator or Designee / licensee or Designee



Date Signed

1/1/26