

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
7/2/2025

TO FILE A COMPLAINT CALL
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)(f) and (3)(d), DCF 251.04(2)(l) and (3)(f), DCF 252.4(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
Gingerbread Preschool And Ccc Inc

Provider Number / Facility ID Number
1000556301 / 001 - 220186

Address - Facility (Street, City, State, Zip Code)
120 Kuukkan Ln Watertown WI 53094

Telephone Number
920-261-9727

Rule/Statute Number	Correction Plan	Expected Completion Date	Verification Date
---------------------	-----------------	--------------------------	-------------------

1	<p>251.04(2)(c) Current, Accurate Information</p> <p>Description: Information provided to the department was not accurate when a staff reported false information during an investigation.</p>	<p>Staff member involved has been retrained on proper protocol procedures with working with our licensing agency.</p>	5/29/2025	
2	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Staff C did not have a record of personnel information including the employee's address, date of birth, previous work experience in child care, and name, address and telephone number of persons to be notified in an emergency.</p>	<p>The Child Care Record form has been filled out by Staff C and is now included in their staff file. GB orientation file will be used by the Director for all new hires to ensure all needed information is collected during onboarding.</p>	5/29/2025	

Name - Certified Operator / Licensed Center

Provider Number / Facility ID Number

Gingerbread Preschool And Ccc Inc

1000556301 / 001 - 220186

Address - Facility (Street, City, State, Zip Code)
120 Kuckkan Ln Watertown WI 53094

Telephone Number
920-261-9727

Date - Regulation Visit
5/28/2025

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
251.05(2)(a)3.a. Staff Record - Physical Examination	Description: A report on a physical examination indicating that a person is free from illness detrimental to children was not completed within 30 days of a person being hired when Staff C's start date was 6/8/2024 and has not completed a physical examination.	Staff C has an appointment made. Once completed the form will be included in their Staff File. GB orientation form will be used by the director for all new hires to ensure everything is collected.	7/1/2025	
251.05(3)(c) Cardiopulmonary Resuscitation Training	Description: All employees in regular contact with children did not maintain a current certificate of completion for Infant and child CPR when Staff B's CPR certificate expired November, 2024.	Staff B is currently on leave until September. They are currently signed up for a CPR class which will be completed by the time they return to GB. GB has started an administration calendar to help ensure staff stay current	9/1/2025	
251.07(1)(h) Program Reflects Policies	Description: The program's policies do not reflect what the program is implementing when the program's written policies state that photos of children can be posted to their program's social media pages with the parent's consent but a staff person posted pictures and videos of children on their personal social media page. Repeat violation: Previously cited on 12/12/2024	A more comprehensive policy regarding social media has been created and shared with staff. Staff have been retrained on GB social media policies.	6/19/2025	

Gingerbread Preschool And Ccc Inc

1000556301 / 001 - 220186

Address - Facility (Street, City, State, Zip Code)
120 Kuckkan Ln Watertown WI 53094

Telephone Number
920-261-9727

Date - Regulation Visit
5/28/2025

Rule/Statute Number	Correction Plan	Expected Completion Date	Verification Date
<p>6 251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: The medical log book was not reviewed every 6 months to ensure all preventative measures were being taken when the medical log book in the infant room was last reviewed on 6/13/2024.</p>	<p>All medical logs were reviewed by the director after the licensing visit on 5/28/2025. GR has started using an administrative calendar to help ensure medical log books are reviewed.</p>	5/29/2025	
<p>7 251.07(6)(f)1 a. Medication Administration - Parent Authorization</p> <p>Description: A written medication authorization did not include medication intervals and length of authorization when the authorization had a blanket authorization which is prohibited. Repeat violation: Previously cited on 8/28/2023</p>	<p>Staff have been retrained on how to fill out a medication authorization form.</p>	6/19/2025	
<p>8 251.09(4)(a)10. Infant & Toddler - Diapering Lotions, Powders, Salves</p> <p>Description: Specific written directions on applying lotions, powders or salves from a parent or physician were not posted in the diaper changing area when staff reported the directions were in the children's intake forms and were not posted.</p>	<p>A diaper lotion, powder, and salve form has been created and added to all diapering stations for staff to access during diaper changes.</p>	5/29/2025	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
6/18/2025

SIGNATURE - Certified Operator of Designee / Licensee or Designee



Date Signed

6-19-2025

