

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
8/20/2025

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 252.41(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, 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

Gingerbread Preschool And Ccc Inc

1000556301 / 001 - 220186

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

120 Kuukkan Ln Watertown WI 53094

Telephone Number

920-261-9727

Date - Regulation Visit

6/12/2025

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(3)(f) Report - Unknown Whereabouts Or Left Premise	Description: An incident related to a child not being on the premises of the center and the provider not knowing the whereabouts of a child was not reported to the department within 24 hours after the occurrence when on June 5, 2025, a child was left unsupervised by center staff and on a 3rd party transportation vehicle for approximately 25 minutes and the director reported the incident to the department on June 9, 2025.	Director has reviewed the protocol of notifying DCF within 24 hours of when an incident occurs	6-9-2025	

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 Kuckkan Ln Watertown WI 53094

Telephone Number
920-261-9727

Date - Regulation Visit
6/12/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2 251.05(2)(a)3.a. Staff Record - Physical Examination Description: A report on a physical health exam indicating that the person is free from illnesses detrimental to children was not complete 30 days after a person was hired when Staff A was hired on 05/23/2024 and they have not completed a physical exam. Repeat violation: Previously cited on 5/28/2025	Staff member A Completed physical exam on 8/19/2025	8/19/2025	
3 251.05(3)(f)2.b. Child Care Teacher - High School Or Equivalent Description: Staff A has not completed high school and is working as a child care teacher.	Staff member A Completed high school on 6/14/2025.	6/14/2025	
4 251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: An assistant child care teacher was not working under the supervision of a child care teacher when Staff B, who is qualified as a program aide is working under the supervision of Staff A, who is qualified as an assistant teacher.	A child care teacher will be staffed to Supervise Staff A + Staff B. Staff qualifications were reviewed.	6/10/2025	

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
6/12/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
5 251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff B is working as an assistant teacher and is not 17 years of age and has not satisfactorily completed an assistant child care teacher training program approved by the department.	Staff B completed introduction to child care on 9/19/2024, and turned 17 on Aug 5, 2025, worked as Program Aide until birthday.	8/5/2025	
6 251.055(1)(a) Supervision Of Children Description: Each child was not supervised by a child care worker who was within sight and sound of the children to prevent harm and ensure safety when a child was left on a third party bus for approximately 25 minutes. Additionally, the child's whereabouts went unknown until the contracted party contacted the center to report that the child was on the bus.	Full staff retaining using multiple checks of name-to-face during all parts of transition (getting on bus, getting off bus, handing off to teacher)	6/12/2025	
7 251.08(1)(c) Transportation Policy - 3Rd Party Description: The licensee did not document in their policies that daily transportation is being provided by a third party organization.	Policies for transportation from school have been added to the Family Handbook.	6-23-2025	

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 Kuckkan Ln Watertown WI 53094

Telephone Number
920-261-9727

Date - Regulation Visit
6/12/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>8</p> <p>251.08(3)(c) Information In Vehicle - Route And Stops</p> <p>Description: The director reported not knowing the route and stops of the bus route. Additionally, the licensing specialist emailed the bus company requesting the information, and the information was not provided to the department.</p>	<p>The director is in communication with the bus company regarding notification of routes for the upcoming school year</p>	<p>9-3-2025</p>	
<p>9</p> <p>251.08(7)(d) Transportation- Procedure To Ensure Children Exit Vehicle</p> <p>Description: The licensee did not implement a procedure to ensure that all children exit the vehicle after being transported to a destination when Staff A reported that they did not implement the procedure of counting each child when they exited the bus and entered the building. Additionally, Staff A reported not counting the children again, when the entered the classroom and sat down to eat snack.</p>	<p>The center implemented the procedure of doing a name to face check when the children get on the bus in addition to counting them, then counting them again as they exit the bus. An additional name to face check is done when reaching the classroom. Training was done with all staff that will be supervising the bus.</p>	<p>6-9-2025</p>	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
8/6/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
8-21-2025



**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated August 06, 2025. Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. Return the completed and signed form to the department by the due date that appears at the top left of the form via:

• Email: kimberly.liebhart@wisconsin.gov or

• Fax: (608) 422-6766 or

• Mail: DEPARTMENT OF CHILDREN AND FAMILIES

BUREAU OF EARLY CARE REGULATION

SOUTHERN REGION

PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.