

**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 December 10, 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.

Date Correction Plan Due 12/24/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN
	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)(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, 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 Kuckkan Ln Watertown WI 53094		Telephone Number 920-261-9727	Date - Regulation Visit 12/8/2025
Rule/Statute Number 251.04(6)(a)6.	Noncompliance Statement Child Record - Health History Description: Child 1 does not have a health history that includes the child's food allergy, signs or symptoms for the child worker to watch for, steps a child care worker should follow, when to call a parent, when the condition requires emergency medical care, and identification of all child care workers who have received instructions to help treat symptoms.	Correction Plan Completed health history and updated Intake forms were returned to center on 12-16-2025. Policy reviewed for updating documentation.	Expected Completion Date 12-16-2025
			Verification Date

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120 Kuckkan Ln Watertown WI 53094		920-261-9727	12/8/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
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2	<p>251.05(2)(e)1. Staff Record - Personal Information</p> <p>Description: Staff C did not have a staff record containing their address, date of birth, education, position, previous work experience in child care, and contact information of a person to be notified in an emergency.</p> <p>Repeat violation: Previously cited on 5/28/2025</p>	<p>Staff C was given another staff record form to complete and put in staff file. All orientation paperwork are in a file to ensure accuracy.</p>	12-15-2025	
3	<p>251.06(2)(h) Smoking Prohibited On Premises And In Vehicles</p> <p>Description: Staff reported smoking cigarettes in a car parked in the parking lot on the center's premises, which is prohibited.</p>	<p>Staff was given a copy of the no smoking policy and a verbal warning was issued.</p>	12-8-2025	
4	<p>251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width</p> <p>Description: An exit passageway did not have a minimum clear width of three feet and was not unobstructed by furniture when a crib was placed directly in front of a door used as the emergency evacuation route.</p>	<p>Crib was moved to a location across the hallway and pictures were sent to DCF. All exits have been closed for clearance.</p>	12-8-2025	

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5	<p>251.07(6)(f)1.b. Medication Administration - Containers & Labeling</p> <p>Description: Medication was not in its original container, was not labeled with the child's name, and did not have the dosage and directions for administration when a toddler's epi pen is not in its original container, but is stored in a zip lock bag, and does not have a label with administration instructions.</p>	Original packaging for the medication was brought to the center and medication with packaging was put in the med bin. Review of med intake was done	12-15-2025	
6	<p>251.07(6)(g)2. Cleaning Bodily Secretions On Surfaces</p> <p>Description: Surfaces exposed to bodily secretions are not being washed with soap and water and disinfectant when a staff reported only using disinfectant on the changing table in the Rainbow Room.</p>	A spray bottle with soap and water was made while the lincensar was still in the room. Staff was instructed on proper sanitizing instructions.	12-8-2025	
7	<p>251.07(6)(i)1. Washing Child's Hands & Face</p> <p>Description: Children's hands were not washed with soap and warm water before a meal when three children in the Rainbow Room did not wash their hands prior to eating breakfast.</p>	Staff was shown and reviewed the policy for proper handwashing before a meal.	12-8-2025	

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Rule/Statute Number Noncompliance Statement		Correction Plan	
8 251.09(2)(k) Infant & Toddler - Adult-Size Chairs Description: An adult sized chair was not provided for each child care worker when there is one chair in the Stars Room and two child care workers.	Policy was reviewed and furniture was purchased to ensure two adult size seating areas.		Expected Completion Date 1-5-2025
		Verification Date	

NAME - Agency Worker
 Kimberly Liebhart

Date Issued
 12/10/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

12-16-2025