DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 6/22/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 920-785-7811

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 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**	
Bookworm Gardens		5000593545 / 001 - 2008548	
Address - Facility (Street, City, State, Zip Code) 1415 Campus Drive Sheboygan WI 53081	**Telephone Number** 920-287-7895	**Date - Regulation Visit** 5/12/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(a)2.d. **Parent Notification - Child's Whereabouts Unknown** Description: The center did not immediately notify parents when a 4-year-old child's whereabouts were unknown when on May 5, 2026, the child ran from the group while on a walking field trip and hid in a bathroom alcove. The provider notified parents via email at 4:06 pm.	Preschool Director reviewed policies and procedures regarding immediately notifying parents after an incident when a child's whereabouts are unknown. The Preschool Director will immediately call parents if a situation involving a child's Whereabouts being unknown arises. If the preschool Director is teaching during the time of an incident, The preschool director will call for a back up teacher to take supervision of the students so that a call can be made.	6/19/2026	
2	251.055(1)(a) **Supervision Of Children** Description: The center self-reported that on May 5, 2026, child care workers failed to supervise a 4-year-old child when the child ran from the group while on a walking field trip and hid in a bathroom alcove. The child was out of sight and sound supervision for approximately 1 minute.	Preschool Director reviewed policies and procedures regarding child supervision with the staff involved in the incident. In addition, policies and procedures regarding supervision were reviewed at a staff meeting on 6/19/2026. Staff rehearsed and role played how to maintain sight and sound supervision during situations where children try to separate from the group. staff were instructed on how to call for additional staff if needed.	6/19/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
Erin Taylor

Date Issued
6/8/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
6/19/2026