

**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 January 14, 2026 . 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:** AmyE.Anderson@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 1/28/2028	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 808-422-8785
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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)(l) 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 Children's Day Center And Preschool		Provider Number / Facility ID Number 4000556884 / 001 - 120079		
Address - Facility (Street, City, State, Zip Code) 525 Madison Ave Baraboo WI 53913		Telephone Number 808-356-4116	Date - Regulation Visit 1/5/2028	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(h)8. Policy Submitted & Implemented - Child Guidance Description: Center staff are not following their written policies, which state time-out is not used. During the course of a complaint investigation, more than one staff person stated staff put children in time-out.	The Board is updating the center's child guidance policy and will review with all current staff and reinforce when time-out is appropriate. All current staff received retraining on positive child guidance practices and prohibited actions. Leadership now provides daily classroom oversight and monitors compliance with written policies.	January 30, 2026	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Children's Day Center And Preschool		4000556684 / 001 - 120079		
Address - Facility (Street, City, State, Zip Code) 525 Madison Ave Baraboo WI 53913		Telephone Number 808-356-4116	Date - Regulation Visit 1/5/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2	<p>251.04(3)(jm) Report - Prohibited Actions</p> <p>Description: Former managerial Staff A failed to report many instances of inappropriate child guidance to the department, including the following. On 11/26/25 former Staff B screamed at a 4-year-old child and took them into the office where they screamed at the child again; the child then screamed, "Stop! You're hurting me!" In early 2025, Former Staff F put toddlers in "leg jail", crossing staff ankles over children's legs. Former Staff B, C, D and E frequently yelled at children.</p>	<p>Leadership changes were made, and former managerial staff identified in the investigation are no longer employed. Reporting requirements for prohibited actions were reviewed with all current staff, including when and how to report concerns to the department. Leadership now ensures immediate reporting of required incidents and conducts ongoing oversight to verify compliance.</p>	January 30, 2026	
3	<p>251.07(2)(c)1. Time Out - Age</p> <p>Description: During the course of a complaint investigation, staff admitted they and former Staff D and former Staff E put one- and two-year-old children in time-out. This occurred in the Red Room and in the Purple Room.</p>	<p>All current staff were retrained that time-out is prohibited for infants and toddlers. Child guidance expectations were reviewed in writing, and staff acknowledgments were collected. Leadership monitors classroom practices daily to ensure compliance.</p>	January 30, 2026	
4	<p>251.07(2)(c)3. Time Out - Time</p> <p>Description: Based on staff interviews during a complaint investigation, former Staff D put a 17-month-old child in time-out in the office one day for almost the entire day.</p>	<p>Staff involved are no longer employed. All current staff received retraining on appropriate child guidance practices, including that prolonged isolation or time-out is prohibited.</p>	January 30, 2026	

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5	<p>251.07(2)(c)5. Time Out - Not Removed From Classroom</p> <p>Description: During the course of a complaint investigation, on 11/26/25 former Staff B grabbed a four-year-old child who was not a danger to themselves or other children, took the child into the office and kept the child in the office for approximately ten minutes. On another occasion, former Staff D took a 17-month-old child into the office where the child remained for the majority of the day.</p>	Staff involved are no longer employed. All current staff were retrained that children may not be removed from the classroom as a form of discipline unless required for immediate safety. Leadership oversight has increased, and classroom practices are monitored daily.	January 30, 2026	
6	<p>251.07(2)(e)3. Prohibited Actions - Physical Restraint, Restriction, Enclosure</p> <p>Description: During the course of a complaint investigation, staff reported that former Staff F, who worked in early 2025, used to put children as young as one-and-one-half years old in "leg jail". Former Staff F used "leg jail" whenever a child was running or stomping. Former Staff F would sit in a rocking chair and have the child sit with their back against the chair; F would cross and lock their ankles over the child's shins for approximately two to three minutes.</p>	Staff involved are no longer employed. All current staff received retraining on prohibited actions, including physical restraint and restriction. Written policies were reviewed, staff acknowledgments were collected, and leadership monitors classroom practices to ensure compliance.	January 30, 2026	

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7	<p>251.07(2)(e)5. Prohibited Actions - Cruel, Aversive, Frightening, Humiliating Actions</p> <p>Description: Former Staff B, C, D and E yelled at children, some daily. On 11/26/25 former Staff B screamed at a child, took them into the office and screamed again; the child said, "Stop! You're hurting me!" B also yelled at a toddler, "Don't look at me like that!" Center staff who were close-knit threatened children with former Staff B & C. C aggressively threw blankets over children's bodies and heads, yelling "Lay down!" Children feared C, and C once made a child cry. Former Staff D targeted a 17-month-old child; the child was so afraid when D yelled, the child froze in place and wouldn't move.</p>	<p>Staff involved are no longer employed. All current staff were retrained on respectful communication and prohibited actions. Leadership reinforced expectations in writing and now conducts regular classroom observations to ensure children are treated with respect at all times.</p>	January 30, 2026	
8	<p>251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements</p> <p>Description: During the course of a complaint investigation, menus were reviewed for an eight-week period. During that timeframe, there were several instances in which food components did not meet the USDA minimum meal requirements for either breakfast or afternoon snack. The following dates included breakfast or snack that did not meet minimum requirements: 12/17/25; 12/08/25; 11/25/25; 11/24/25; 11/11/25; 11/10/25; 11/05/25; and 10/27/25.</p> <p>There were five instances in which menu items were not clearly identified and were noted only as "cereal", "mixed cereal", or "mixed crackers".</p>	<p>Menus were reviewed and updated to ensure all meals and snacks meet USDA minimum requirements. Staff responsible for meal preparation received refresher training. Leadership now reviews menus weekly to ensure ongoing compliance.</p>	January 23, 2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
9	<p>251.07(5)(a)5.b. Menus - Plan</p> <p>Description: Based on menu reviews and an interview with former Staff C during a complaint investigation, none of the center's menus were dated. They were only identified as "Week 1", "Week 2", "Week 3", and "Week 4". The week numbers 1 through 4 kept repeating for the entire winter and summer sessions. There was no way of verifying menu dates.</p> <p>Menus posted in classrooms during the licensing visit on 12/16/5 were not for the current week and were not dated.</p>	All menus are now dated and clearly identify the week of use. Undated menus were removed. Leadership reviews menus weekly to ensure dates are accurate and current.	January 23, 2026	
10	<p>251.07(5)(a)6. Menus - Changes</p> <p>Description: Based on an interview with former Staff C, and on menu observations during the 12/16/25 licensing visit, menu changes were only recorded on the copies kept in the kitchen; they were not posted for parents as required.</p>	Procedures were updated so all menu changes are documented and posted for parents the same day changes occur. Staff responsible for menus received refresher training. Leadership verifies postings weekly.	January 23, 2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
11	251.09(2)(a) Infant & Toddler - Responding To Crying Children Description: During the course of a complaint investigation, it was discovered that former Staff F, who worked in early 2025, did not respond to crying children's needs. Instead, Staff F squirted crying infants with water bottles to get them to stop crying. Former Staff F and former Staff E had a "rule" that staff were not allowed to pick up crying children. Infants were left to cry for five or ten minutes, and sometimes all day.	Staff involved are no longer employed. All current staff were retrained that infants and toddlers must be responded to promptly and appropriately. Leadership monitors infant and toddler rooms daily to ensure compliance with care requirements.	January 30, 2026	
12	251.09(2)(b) Infant & Toddler - Individual Sleep Patterns Description: During the course of a complaint investigation, according to staff interviews, former Staff E, who worked in the Red Room (infant room) forced infants to nap at specific times. Former Staff E prevented a five-month-old infant from sleeping when the child was tired; former Staff E forced the infant to stay awake until 11:00 am, which is the time former Staff E wanted all of the infants to take their nap.	Staff involved are no longer employed. All current staff were retrained that infants must follow individual sleep schedules based on their needs. Leadership monitors infant room practices daily to ensure children are allowed to sleep when tired.	January 30, 2026	

NAME - Agency Worker
Amy Anderson

Date Issued
1/14/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Penny Schrank

1/29/26