| Date Correction Plan Due | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL |
|---|---|---|
| 11/13/2025 | | 262-446-7800 |

**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 |
|---|---|---|
| Momentum Early Learning | | 0000590740 / 002 - 2008174 |
| **Address - Facility (Street, City, State, Zip Code)** | **Telephone Number** | **Date - Regulation Visit** |
| W238n1660 Busse Rd Waukesha WI 531881110 | 262-523-6800 | 10/29/2025 |

| | Rule/Statute Number<br>Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|---|---|---|
| 1 | 251.05(2)(a)6.<br>**Staff Record - Days & Hours Worked**<br><br>Description: The center failed to document days and hours worked, and in which classroom, when the person was included in staff-to-child ratio when 5 staff were signed into the Cuddly Cuties 4 classroom, and there were only two staff in the classroom. | Teachers must sign in and out when entering and leaving the room. Staff were re-trained after licensing visit. | 10/31/2025 | |
| 2 | 251.055(1)(f)<br>**Child Tracking Procedure**<br><br>Description: The center failed to adhere to a procedure to ensure that the number, names and whereabouts of children in care are known at all times, when 7 children were signed into the classroom's tracking sheet, though 8 children were present in Cuddly Cuties 3 classroom. | Teachers must sign in children when a child enters a room. Children then must be signed out once picked up or moved to another room. Teachers were re-trained after licensing visit. | 10/31/2025 | |

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| | | | |

**NAME** - Agency Worker
Tiisha Harrell, Crescenta Sabree

Date Issued
10/30/2025

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee
Jenna Gallo

Date Signed
10/30/2025