Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
11/19/2026		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
Michelle's Motherly Hands Childcare Llc	3000588003 / 002 - 2004007

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
2664 N 38Th St Milwaukee WI 532102501	414-885-2324	10/19/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: Enrollment information regarding persons (other than the parent/guardian) authorized to pick up, or persons (other than the parent/guardian) authorized to be an emergency contact was not on file for Child #2 and Child #4. Repeat violation: Previously cited on 12/8/2025	Sent home new forms so that the parent could update the forms with contact information.	10/19/2026	
2	251.04(6)(a)4. **Child Record - Field Trip Authorization** Description: Field trip authorization was incomplete for Child #4 and Child #6.	Had parents complete the field trip authorization portion of the forms.	10/19/2026	

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3	251.05(2)(a)8. **Staff Record - Orientation** Description: Staff orientation was not observed on file for Staff A. The orientation on file was for the licensee's previous family childcare center.	Staff Orientation was completed after the visit.	10/20/2026	
4	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: A current infant/child CPR/AED training wasn't on file for Staff A, Staff C, and Staff D. The last documented training for Staff A expired April 2026 and Staff C's expired August 2025. Staff D's file didn't contain a certificate.	CPR training was completed on 10/30/2026	10/30/2026	
5	251.06(4)(d) **Exits & Passageways - Unobstructed, Minimum Width** Description: An exit was obstructed by a stroller.	Removed stroller same day of visit. Informed staff that the stroller had to be stored in the proper spot.	10/19/2026	
6	251.06(9)(d)1.b. **Food Storage - Refrigeration Units** Description: The refrigerator in the infant room was not maintained at 40°F, it was observed at approximately 46°F.	I replaced the fridge and installed new thermometers in the fridge.	10/20/2026	

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7	251.06(9)(d)1.c. **Food Storage - Cold Storage Thermometers** Description: A thermometer was not observed in the kitchen top freezer.	Brought a new themometer for freezer	10/20/2026	
8	251.07(6)(dm)3.b. **Medical Log - Injury In Care** Description: The times an incident occurred was not recorded for all injuries received by children in care and listed in the medical log book.	Instructed the staff of the proper way to maintain the medical log.	10/19/2026	
9	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: The documented changes in a child's development conducted at least once every 3 months was not observed on file for Child #1 and Child #5.	Updated every child's intake form to show development.	10/26/2026	
10	251.09(1)(e) **Infant & Toddler - Provider Training** Description: Staff D didn't complete the required infant & toddler training and was observed providing care for infants.	Staff was not willing to take the course, so she was let go.	10/20/2026	

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NAME - Agency Worker
Crescenta Sabree, Michaela Nelson

Date Issued
11/5/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Michelle Rodgers

Date Signed
11/9/2026