

Date Correction Plan Due 10/7/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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)(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		Provider Number / Facility ID Number	
Momentum Early Learning		4000589784 / 002 - 2004517	
Address - Facility (Street, City, State, Zip Code) W248n5250 Executive Dr 400 Ste 400 Sussex WI 530894396		Telephone Number 262-820-2595	Date - Regulation Visit 9/22/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: The center failed to document days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio, when there were 3 staff signed in to the Jr. Leaders 2 classroom, though 2 staff were present in the classroom.	Teachers were retrained on how to properly sign in and out to record days and hours worked.	10/1/2025	
2 251.055(1)(f) Child Tracking Procedure Description: The staff in Jr. Leaders 2 classroom did not implement and adhere to the center's procedure for tracking children when 19 children were signed into the classroom, but 24 children were present in the classroom. Repeat violation: Previously cited on 9/18/2024	Teachers in room were retrained on Name to Face student tracking procedure.	10/1/2025	

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3 251.07(6)(dm)2. Medical Log - Pages & Entries Description: Per review of the medical log book, in the Lively Learners 1 classroom, lines were skipped between entries.	Staff were retrained on proper medical log book entries and documentation.	10/1/2025	
4 251.07(6)(dm)3.a. Medical Log - Observation Or Evidence Of Injury Description: Per observation, a child, in the Trailblazing Tots 3 classroom, had a scrape on their arm, which staff indicated occurred before the child was in care. Per review of the medical log book, the injury was not documented in the Trailblazing Tots 3 classroom.	Staff were retrained that if any injury is observed on a child, it must be documented in that room's incident log book.	10/1/2025	

NAME - Agency Worker
Tiisha Harrell, Rhonda Brueggemann

Date Issued
9/23/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

10-7-2025