Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/2/2026		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
Momentum Early Learning	4000589784 / 002 - 2004517

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
W248n5250 Executive Dr 400 Ste 400 Sussex WI 530894396	262-820-2595	9/9/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: The center failed to maintain a current, accurate written record of daily attendance when there were 14 children present in the Lively Learners 2 classroom but 15 children were signed in.	Teachers were re-trained on the sign in/out form. Same child was signed in twice.	9/25/26	
2	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Documentation of days and hours worked and in which classroom, when the person was included in the staff-to-child ratio was not maintained when 1 of 2 staff was not signed into the Jr. Leaders 2 classroom, 1 of 2 staff was not signed into Chatterbugs 2 classroom and 2 staff were signed into Chatterbugs 1 classroom but 1 staff was present. Repeat violation: Previously cited on 9/22/2025	All staff were added to rooms instead of "floating" sign in options. All staff will be able to sign into rooms.	9/25/26	

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3	251.055(1)(f) **Child Tracking Procedure** Description: The center failed to implement and adhere to a procedure to ensure the number of children in care was known to an assigned child care worker when staff in the Creative Explorer's classroom was unaware of the number of children in care, when asked, at the time of the monitoring visit. Repeat violation: Previously cited on 11/4/2025, 9/22/2025, 9/18/2024	All children were in the child tracking procedures. Staff was spoken to about verbal communication.	9/9/26	
4	251.09(1)(L) **Infant & Toddler - Soft Materials In Cribs** Description: There was a child, under one year of age, sleeping in a crib with a sound machine hanging from the side of the crib, during the monitoring visit.	Sound machine was removed and put on ground by crib.	9/9/26	
5	251.09(4)(a)5. **Infant & Toddler - Soiled Diapers Disposal** Description: There was a soiled diaper in an uncovered trash container in the Chatterbugs 2 classroom during the monitoring visit.	Teacher was spoken to about wrapping diapers properly for disposal and properly closing the lid.	9/25/26	

NAME - Agency Worker
Tiisha Harrell

Date Issued
9/18/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jenna Gale

Date Signed
9/25/26