

**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 March 31, 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:** [tiisha.harrell@wisconsin.gov](mailto:tiisha.harrell@wisconsin.gov) or
  - **Fax:** (262) 446-7991 or
  - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES  
BUREAU OF EARLY CARE REGULATION  
SOUTHEASTERN REGION  
635 N 26th ST

MILWAUKEE, WI 53233

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.

<b>Date Correction Plan Due</b> 4/14/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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 or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

<b>Name - Certified Operator / Licensed Center</b> A Mothers Touch Llc		<b>Provider Number / Facility ID Number</b> 0000592100 / 001 - 2007304		
<b>Address - Facility (Street, City, State, Zip Code)</b> 6523 W Fond Du Lac Ave Milwaukee WI 532184970		<b>Telephone Number</b> 414-210-3742	<b>Date - Regulation Visit</b> 3/31/2026	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: Documentation of complete enrollment information to include the full names of the child's parents was not observed for Child 2. Documentation of a person to be notified in an emergency when a parent cannot be reached immediately was not observed for Child 4 and Child 5. Documentation of a person, other than a parent, who is authorized to call for the child or to accept the child was not observed for Child 5.	The Center will ensure all forms are filled out with all required information from parent/guardian	4/1/2026	
2	251.04(6)(a)4. <b>Child Record - Field Trip Authorization</b>  Description: Documentation of complete authorization from the parent for the child to participate in walking and transported field trips was not observed for Child 4 and Child 5.	The Center will ensure all forms are filled out and boxes are checked off as required from parent/guardian	4/1/2026	

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3	<p>251.04(6)(a)6. <b>Child Record - Health History</b></p> <p>Description: Documentation of complete information regarding a child with a medical condition which includes triggers, signs or symptoms, steps a child care worker should follow, when to call parents, and when the condition required emergency medical care was not observed for Child 5.</p>	The Center will ensure all forms are filled out with all required information from parent/guardian to ensure the safety and well-being of the child	4/1/2026	
4	<p>251.04(6)(a)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b></p> <p>Description: Documentation of health examination for a child 2 years of age but who is not 5 years of age or older was not observed for Child 3.</p>	The Center will ensure all required forms are completed, returned and placed in the children's files in a timely manner.	4/1/2026	
5	<p>251.05(2)(a)1. <b>Staff Record - Personal Information</b></p> <p>Description: Documentation of complete personal information including education, previous positions and work experience in child care was not observed for Staff A, Staff B and Staff C.</p>	The Center will ensure all forms are filled out in its entirety with all required information from staff.	4/1/2026	

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6	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Documentation of a physical examination completed no more than 30 days after the person was hired was not on file for Staff B and Staff C.	The Center will ensure all required forms are completed, returned and placed in the staff's files within the required timeline.	4/1/2026	
7	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio was not observed throughout the center.	The Center will ensure all Staff and their assigned classroom are listed on the daily classroom tracking and not just on the attendance sheet as required	3/31/2026	
8	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Documentation of current biennial training on child abuse and neglect reporting requirements was not observed for Staff C.	The Center will ensure all required trainings are completed and placed in the staff's files within the required timeline	3/31/2026	

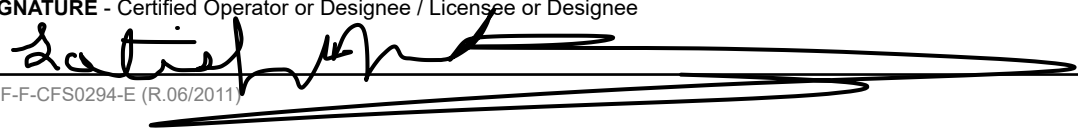
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9	<p>251.05(3)(f)1. <b>Child Care Teacher - Responsibilities</b></p> <p>Description: The center failed to have a child care teacher supervise the daily activities for a group of children when staff in the infant classroom were not qualified as a child care teacher but was in the infant classroom and providing care for a group of children without the supervision of a qualified child care teacher.</p>	The Center will ensure there are qualified teachers in each room to supervise and care for all children in the center	3/31/2026	
10	<p>251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b></p> <p>Description: Documentation of an orientation completed within the first week of employment at the center was not observed for Staff A, who began working at the center on 3/2/26. Documentation of a completed orientation was not observed for Staff B, as Staff B did not acknowledge any of the orientation topics on the orientation checklist form.</p>	The center will ensure staff complete all required training and paperwork in the required timeline	3/31/2026	
11	<p>251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b></p> <p>Description: The center failed to have at least one child care teacher supervise each group of children when Staff C, who is not a qualified child care teacher, was providing care for a group of children.</p>	The Center will ensure there are qualified teachers in each room to supervise and care for all children in the center	3/31/2026	

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12	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The center failed to adhere to a procedure to ensure that the number, names, and whereabouts of children in care when the tracking for the school-age classroom was not completed and 7 children were in care but zero children were signed in.	The center will ensure all classrooms have daily tracking sheets completed with all children and staff per day to ensure the whereabouts and safety of each child in care	4/1/2026

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

**Date Issued**  
3/31/2026

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



**Date Signed**  
4/1/2026