Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/21/2025		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
A Mother's Heart Learning Ctr Llc	6000589486 / 002 - 2004820

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
1700 S 60Th St West Allis WI 532145133	414-377-8007	9/30/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: The file for Child 2 lacked an updated child health report upon licensing review. Child is under the age of two and requires an updated health report every six months, the last documented examination was January 2025.	Parent will be reminded again to complete/submit health report and have doctor return it by completion date	10/31/25	
2	251.04(6)(a)8.b. **Child Record - Physical Exam - Over 2, Under 5** Description: The file for Child 1 lacked an updated child health examination upon licensing review. The last documented examination was January 2023; child is over the age of two and under the age of five, requiring an updated health examination at least once every two years.	Parent will be reminded again to complete/ submit health report and have doctor return it by the completion date	10/31/25	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)1. **Staff Record - Personal Information** Description: The files for Staff C, Staff D, Staff E, and Staff F lacked complete staff record forms at the time of licensing visit. The forms lacked information in Section B, pertaining to position at hire, use in ratio, work with infants/toddlers, and changes in position.	Staff records will be completed and reviewed by management	10/6/25	
4	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Center lacked accurate documentation of the days and hours staff worked and in which classroom when used to meet applicable staff-to-child ratios. A staff member was signed into a classroom but was not present in the room, an additional staff was present in the room but not signed in.	Management will ensure to update sign in forms when teachers shift classrooms.	9/30/25	
5	251.05(4)(a)7. **Staff Orientation - Job Responsibilities** Description: The files for Staff A and Staff B lacked documentation of complete job orientations. The files contained orientations for staff's previous positions as Assistant Teachers.	Updated orientation documentation will be completed for 2 staff members.	10/3/25	

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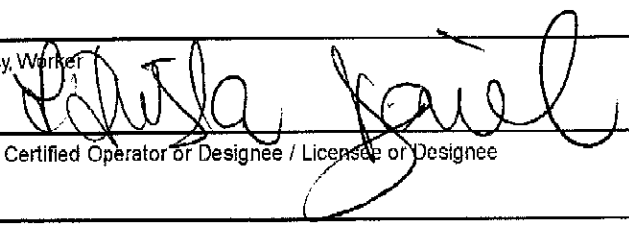
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: Materials potentially harmful were not stored in areas inaccessible to children at the time of licensing visit. Staff medication was observed in a classroom, accessible on a shelf; the medication was removed during licensing visit. A plug-in air freshener was located in a lower unit outlet, accessible to children in the "Love" classroom.	Staff will be reminded of rules for storing medication. Plug-ins will be removed from accessible outlets.	10/3/25	
7	251.06(4)(d) **Exits & Passageways - Unobstructed, Minimum Width** Description: Center failed to maintain exits and exit passageways with a clear width of three feet during licensing visit. Cots were observed stored in the hallways, creating a passageway of 1'9".	Hallways will be adjusted to ensure width requirement is met, according to DCF Guidelines.	10/6/25	
8	251.08(4)(c)1. **Driver Record - Obtain & Review** Description: The file for Staff H lacked an annual driver record, upon review. The last obtained and reviewed driving record was March 2023; licensee ran the record during licensing visit.	Licenser will ensure all drivers have current driving record on file at the center.	10/3/25	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date** / **Verification Date**
9	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Center staff failed to document changes in development and routine for two children. Changes should be documented every three months based on discussion with the parent.	Will implement a review process of the DCF Intake form in alignment with ASQ updates & reviews.	2 children updated immediately (by 10/3) ongoing for all thereafter

NAME - Agency Worker
Kayla Sands



SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Issued
10/6/2025

11/26/25
Date Signed

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