

Date Correction Plan Due 4/24/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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.

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Trinity Merrill Lutheran Early Learning Center		5000591685 / 001 - 2006892	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
201 Stange St Merrill WI 544522309		715-722-0523	3/27/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Several children were not signed in or out on 03/25/25. Daily attendance did not accurately reflect the location of the children during opening and closing hours. Repeat violation: Previously cited on 2/7/2025	Staff are reminded to make sure every child is signed in and out daily before they leave & when the child arrives	5/1/25
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Several staff had not signed in or out on 03/25/25. Review of records showed multiple staff had not signed out on a regular basis. Daily attendance did not accurately reflect the location of the staff during opening and closing hours.	Staff are reminded to make sure they are signing in and out each day. A sign has been placed on the clipboard as a reminder	5/1/25

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3	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff A does not have record of abusive head trauma training on file.	Staff A has taken the Abusive head trauma training	Immediate 3/27/25	
4	251.07(3)(a)5. Indoor Equipment - Intended Use Description: Per staff interview, infants are being left in their car seats and the car seats are placed on top of tables in the cafeteria during the opening hours. The car seats are labeled with a warning advising against placing them on counters, tables, or elevated surfaces.	Staff educated to tell parents that car seats are not to be placed on tables and infants are to be taken out	Immediate 3/28/25	
5	251.09(2)(b) Infant & Toddler - Individual Sleep Patterns Description: Per staff interview, children under the age of two are being woken from nap to eat snack and are not allowed to create their own sleeping schedules.	Staff educated that children under the age of 2 years are allowed to nap and eat on their own schedule and not to be woken up	4/1/25	

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6	251.09(2)(bm) Infant & Toddler - Sleep Position Description: Per staff interview, infants are left sleeping in their car seats or in the arms of staff until their teacher arrives later in the morning and the children go to their classrooms. Per observation, a 2-month-old infant was sleeping in a baby swing.	Staff are retaking the safe sleep training for infants and training sheet will be signed	5/1/25
7	251.09(2)(f) Infant & Toddler - Changing Infant Body Positions, Location Description: Per staff interview, infants are left in their car seats, awake and sleeping, for long periods of time until their teacher arrives later in the morning and the children go to their classrooms.	Staff educated that Infants are to be taken out of their car seats immediately as they arrive.	Immediate 3/28/25

NAME - Agency Worker
Heather Struck

Date Issued
4/9/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

4/23/25

From: [Cassandra Hoffman](#)
To: [Struck, Heather M - DCF](#)
Subject: Re: Non compliance
Date: Wednesday, April 23, 2025 7:24:11 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

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Yes, that is correct.

God's Blessing

Cassy Hoffman
Director
Trinity Lutheran Early Learning Center
715-722-0523

On Wed, Apr 23, 2025 at 4:34 PM Struck, Heather M - DCF
<heatherm.struck@wisconsin.gov> wrote:

Hi Cassy,

I want to make sure that part of the plan to correct the daily attendance issues is to include information when they are combined in the cafeteria area and then when they split into their classrooms or when they leave the classroom to combine at the end of the day, so it's reflected on the documentation. Can you please confirm this will happen for both morning and afternoon when combined?

Thank you,

Heather Struck

Licensing Specialist

DCF/DECE/BECR/NRO

2187 N. Stevens St. Ste. C

Rhinelander, WI 54501

dcf.wisconsin.gov | P: 715-361-7712 |



From: Cassandra Hoffman <elcdirector@trinitymerrill.com>
Sent: Wednesday, April 23, 2025 2:37 PM
To: Struck, Heather M - DCF <heatherm.struck@wisconsin.gov>
Subject: Non compliance

CAUTION: This email originated from outside the organization.
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God's Blessings,

Cassy Hoffman
Director
Trinity Merrill Early Learning Center