

Date Correction Plan Due 5/23/2025	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 Trinity Merrill Lutheran Early Learning Center	Provider Number / Facility ID Number 5000591685 / 001 - 2006892
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Address - Facility (Street, City, State, Zip Code) 201 Stange St Merrill WI 544522309	Telephone Number 715-722-0523	Date - Regulation Visit 4/10/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: Two children in the Tiny Tigers Classroom were not signed in. Daily attendance did not accurately reflect the location of the children during opening hours.</p> <p>Repeat violation: Previously cited on 3/27/2025, 2/7/2025</p>	<p>Staff are reminded to make sure every Child is signed in Staff are now going to sign the children in and out</p>	6/1/25	
2	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: One staff in the Little Lambs and one staff in the Tiny Tigers Classrooms were not signed in. Daily attendance did not accurately reflect the location of the staff during opening hours.</p> <p>Repeat violation: Previously cited on 3/27/2025</p>	<p>Staff reminded to make sure they are signing in and out. A red reminder sheet is on the clipboards.</p>	5/23/25	

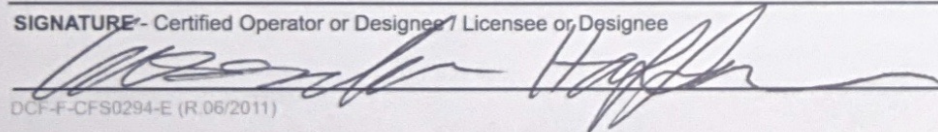
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3	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: There was one staff with five children under the age of 2 years old from 5:39am-6am.	Staff schedules are adjusted to make sure we have enough staff	As Immediate
4	251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio Description: In the Tiny Tigers Classroom there was one staff with seven children. Four children were under the age of 2 years old, and three children were ages 2-2.5 years old.	Staff schedules are adjusted to meet ratio numbers.	Immediate

NAME - Agency Worker
Heather Struck, Dezarae Wierzba

Date Issued
5/8/2025

SIGNATURE - Certified Operator or Designer / Licensee or Designee

Date Signed



5/22
~~5/15~~/25