

Date Correction Plan Due 8/23/2025	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		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	7/17/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(2)(h)5. Policy Submitted & Implemented - Health Care Description: The biting policies are not being implemented. The center stated policies were updated; however, parents were not notified and did not receive copies for review and acknowledgment.	Previous Director sent out the updated policies to families & had them sign saying they received them	07/21/25
2	251.07(2)(c)5. Time Out - Not Removed From Classroom Description: A child was removed for their classroom and placed in a different classroom as a result of biting.	Went over with staff that "time outs" are not allowed under age 3. And also to follow the biting policy.	07/30/25

NAME - Agency Worker
Heather Struck, Brooke Lampe

Date Issued
8/8/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

E. Johnson, Interim Director

Date Signed
8/21/25