

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)(x). 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	
Address - Facility (Street, City, State, Zip Code) 201 Stange St Merrill WI 544522309		Telephone Number 715-722-0523	Date - Regulation Visit 10/14/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)6m Child Record - Immunization History Description: Child 5 did not have record of immunizations or a waiver on file.	Children's Files gone thru + checked for proper documentation	1-5-2026	
2 251.04(6)(a)8.a Child Record - Physical Exam - Under 2 Description: Child 5 did not have record of a health report on a file.	Children's Files gone thru + checked for proper documentation	1-5-2026	

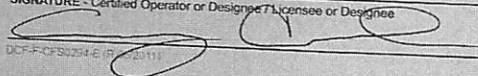
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3 251.04(6)(b) Current, Accurate Daily Attendance Record Description: The Sunshine and Big Bears Classrooms had combined for the day and the daily attendance did not accurately reflect the location of the children assigned to the Big Bears Classroom. Repeat violation: Previously cited on 4/10/2025, 3/27/2025, 2/7/2025	We use Brightwheel now - All teachers trained on proper way to check in/out kids	12-31-25	
4 251.05(2)(a)6 Staff Record - Days & Hours Worked Description: One staff did not sign out in the Sunshine and Big Bears Classrooms. The Sunshine and Big Bears Classroom had combined for the day and the attendance record did not accurately reflect the location of the staff while in staff-to-child ratio. Repeat violation: Previously cited on 4/10/2025, 3/27/2025	We use Brightwheel now - All teachers trained on proper way to clock in/out rooms.	12-31-25	
5 251.06(4)(h) Storage Areas Under Stairs Description: The closet under the stairs in the Big Bears Classroom was used for storage. The closet contained a disarray of cots, bedding, clothing, toys, and furniture.	Clean + Organized Items for storage - moved to storage rooms.	1-31-2026	

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201 Stange St Merrill WI 54452309		715-722-0523	10/14/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: The refrigerator in the cafeteria did not contain a thermometer.	Thermometer placed in refrigerator	10/14/25	
7	251.07(2)(e)4. Prohibited Actions - Withholding / Forcing Food Or Sleep Description: A self-reported incident occurred on 09/22/25, when Staff A withheld food from a child at lunch time because the child would not sit down. The child sat down and Staff A did not give the child food and started cleaning up the food from other children when the child stated, "Staff A, may I please eat?" Staff A gave the child food, continued to clean up lunch, and then took the child's plate before they could finish eating. Per staff interview, this also occurred on 09/15/25 and another staff had to serve the same child food when Staff A refused to give them food.	Staff A was re-trained on withholding food and that it is not appropriate. Trained on positive ways to redirect	12/31/25	
8	251.07(6)(f)6. Current Authorizations For Medications On Premises Description: In the Sonshire Classroom the parent authorization to administer for two medications expired on 05/01/25 and 08/10/25. One medication expired in March 2025.	Medications & all parent authorization checked and anything not current was filed	12/31/25	

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201 Stange St Merrill WI 544522309		715-722-0523	10/14/2025	
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9	251.07(6)(i)1. Washing Child's Hands & Face Description: Per staff interview and observation, children under the age of 1 year old are having their hands washed with wipes that do not contain soap.	Staff re-trained that under 1 yr- paper towel w/ soap + water used to wash.	12-31-25	
10	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: The downstairs diaper changing surface was visibly dirty and dirt and debris was under the mat.	Staff re-trained on proper cleaning + disinfecting practices.	12-31-25	

NAME - Agency Worker
Heather Struck

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Issued
12/17/2025

Date Signed

1-7-2026