

Date Correction Plan Due 4/9/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-381-7700
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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 202.085, DCF 200.04(2)(b) and (3)(b), DCF 201.04(2)(b) and (3)(b), DCF 202.41(1)(b) and (2)(b). 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. 48.007. 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 0000001985 / 001 - 2008892
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Address - Facility (Street, City, State, Zip Code) 201 Storage St Merrill WI 544522309	Telephone Number 715-722-0823	Date - Registration Visit 2/28/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	201.04(1)(2) c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication Description: Per interview, staff in the Tiny Tiger Classrooms do not immediately notify parents of all head injuries. Repeat violation: Previously cited on 6/6/2025	Staff re-trained that every head injury needs to be reported to Parents and actually speak w/ the Parent over phone, not just message.	3-27-26	
2	201.085(2)(b) Mixed-Age Group - Staff-To-Child Ratio Description: Per staff interview, the Tiny Tigers Classroom was out of ratio one morning the week of March 2nd. Repeat violation: Previously cited on 4/10/2025	Adjusted hours so adequate staff here. Re-trained staff on Ratios & mixed ages.	2-27-26	

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	2/26/2026	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width</p> <p>Description: The exit door in the cafeteria was locked and required more than a one-hand and one-motion to open it.</p>	Everyone informed/trained that exit door to be unlocked during business hours.	2-27-26	
4	<p>251.07(2)(e)2. Prohibited Actions - Verbal</p> <p>Description: Per staff interview, Staff A in the Sonshine Classroom threatened to take away children's blankets or stuffed animals for not laying down nice.</p> <p>Review of the audio recording confirmed that Staff A threatened to not allow children to play in certain areas if they do not clean up. Staff A used a demeaning tone when saying things like, "Put glue on it. Put it on the paper - Put it on. Put it on. Oh my goodness put it on. Seriously kid wake up," or "Put away the food. Put away the food. It's really a simple task."</p> <p>Repeat violation: Previously cited on 6/6/2025</p>	<p>Staff A was again talked to about proper Verbage + better ways that are not demeaning.</p> <p>Staff A - terminated on 4-1-26</p>	<p>2-27-26</p> <p>4-1-26</p>	
5	<p>251.07(4)(b) Naps Or Rest Periods - Awake Children</p> <p>Description: Per staff interview, children in the Sonshine Classroom are not allowed to get off their sleeping bags after 30 minutes of rest.</p> <p>Repeat violation: Previously cited on 11/20/2025</p>	<p>Staff retrained again that children need to be told they can get off cots after 30 minutes.</p> <p>Children can not</p>	3-10-26	

be made to stay on their cots for more than 30 minutes

Name: <i>Shelby Moore</i> / <i>Shelby Moore</i>		Faculty # Number		
Title: <i>Shelby Moore</i> / <i>Shelby Moore</i>		Department: <i>01 - 20000</i>		
Address: Faculty Street, Box 20, State, Zip Code		Telephone Number	Fax / Register Mail	
<i>201 - 20000</i>		<i>714-700-0000</i>	<i>714-700-0000</i>	
Academic Number		Course No.	Expected Completion Date	Verification Date
Description Statement				
<p><i>1</i></p> <p><i>Shelby Moore</i></p> <p><i>Special Date - Medical Condition</i></p> <p><i>Description: This modification in the Catalogue Classroom was created as a safety supplement and written instruction from a doctor was not in file.</i></p>	<p><i>Shelby Moore told that Pro-biotic is a safety supplement and needs written instruction from a doctor.</i></p>	<p><i>3-10-20</i></p>		

I agree with the above information.
 Signature: _____ Date: _____
 Title: _____
 Signature: *[Handwritten Signature]* Date: *4/1/20*
 Title: _____