

**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 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 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 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 4/7/2026
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(3)(jm) <b>Report - Prohibited Actions</b>  Description: A self-reported incident occurred on 03/31/26 when a child was slapped on both hands by Staff A just before 8:00am. The incident was not reported to the department with 24 hours of the occurrence.  A self-reported incident occurred in late February to early March when Staff A was observed grabbing a child's arm and dragging them to the table to sit down. The incident was not reported to the department with 24 hours of the occurrence.  Repeat violation: Previously cited on 6/6/2025	Staff A was released. All staff retrained that ANY incidents must be reported immediately.	5/1/26	

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2 251.04(4)(a)2.e. <b>Parent Notification - Inappropriate Child Guidance</b>  Description: On 03/31/26 a child was slapped on both hands by Staff A in the Sunshine Room just before 8:00am. Parents did not receive immediate notification and were not notified until the afternoon of 04/01/26.  In late February to early March a child was grabbed by the arm and drug to the table to sit down by Staff A in the Sunshine Room. Parents were not notified.  Repeat violation: Previously cited on 6/6/2025	Staff A was released. Staff + Director retrained that Parents need to be notified immediately.	5/1/26	
3 251.07(2)(e)1. <b>Prohibited Actions - Corporal Punishment</b>  Description: A self-reported incident occurred on 03/31/26, when Staff A in the Sunshine Room was observed slapping a child on their hands.  A self-reported incident occurred in late February to early March when Staff A in the Sunshine Room was observed grabbing a child's arm and dragging them to sit down at the table.	Staff A was released. Other staff retrained on re direction and appropriate vs not appropriate actions.	5/1/26	
4 251.07(6)(g)4. <b>Properly Clothed Children</b>  Description: On 04/01/26 a child was not dressed appropriately to ensure body warmth and comfort while playing outside in capris.	Message sent to Parents to provide proper clothing for seasons. Staff trained where extra clothes are available here at Center.	5/1/26	

NAME - Agency Worker  
Heather Struck, Bonnie Davis

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Issued  
4/30/2026

Date Signed

5-13-26