

Date Correction Plan Due 10/16/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 Lutheran Preschool		7000590967 / 001 - 2006120		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
221 N Louis Ave Coleman WI 541129505		920-897-3422	9/23/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff A did not have documentation on file of training on preventing abusive head trauma prior to beginning to work with children under 5 years of age.	Staff completed the Abusive Head Trauma Prevention Training on 9/23/2025. A copy of the certificate has been placed in the staff file. The director will verify and document required trainings before new staff begin working with the children under 5 to ensure ongoing compliance.	09/23/2025	
2	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A did not have documentation on file of training on child abuse and neglect reporting requirements within one week after beginning work at the center.	Staff completed the Child Abuse & Neglect Training on 9/26/2025. Documentation of the training has been added to the staff file. The director will track training dates to ensure biennial training is completed and documented on time for all staff.	09/26/2025	


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Noncompliance Statement			

NAME - Agency Worker
Erin Taylor

Date Issued
10/2/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



10/6/2025