

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** dao.xiong1@wisconsin.gov or
 - **Fax:** (920) 785-7869 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
NORTHEASTERN REGION
200 NORTH JEFFERSON
SUITE 411
GREEN BAY, WI 54301

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 3/4/26	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 Nala's Nook		Provider Number / Facility ID Number 0000591720 / 001 - 2006932		
Address - Facility (Street, City, State, Zip Code) 625 New York Ave Oostburg WI 530701203		Telephone Number 920-980-6578	Date - Regulation Visit 2/16/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(2)(i)1.a. Monitoring Results Posted Description: Based upon observations on 2/16/26, previous monitoring results were not visibly posted in the center.	Children were in ratio, exception approved. Printed and framed exception.	2.17.26	
2	250.04(2)(i)1.c. Stipulations, Conditions, Exceptions Posted Description: Based upon observations on 2/16/26, current exceptions were not visibly posted in the center.	Printed, frame, and hung up next to license.	2.17.26	

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Nala's Nook		0000591720 / 001 - 2006932		
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625 New York Ave Oostburg WI 530701203		920-980-6578	2/16/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>250.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: Based upon record review on 2/16/26, children in care were not signed in on the daily attendance record for the date of the visit.</p> <p>Repeat violation: Previously cited on 2/17/2025</p>	Children in care were signed in-never asked to see sign in sheet. I believe the confusion is that I have 2 months printed at a time but the current sign in is not located with those previous printed sign in sheets. I will continue to sign children in.	2.17.26	
4	<p>250.04(8) Mandated Reporting - Child Abuse & Neglect</p> <p>Description: Based on record review on 2/16/26, Staff A did not have a current completed Child Abuse and Neglect training.</p>	I did not think this one expired. Noted and put into calendar to renew every two years.	2.25.26	
5	<p>250.06(11)(b)4. Outdoor Play Space - Enclosure</p> <p>Description: Based on observations on 2/16/26, the permanent enclosure in the south side of the backyard did not reach 4 feet in height.</p>	Previously explained that the tree line was a natural fencing. I will replace the current fence once the ground is warm enough. The current fence line is also falling over-I do believe it may be 4 feet when fixed up too.	4/2026 Hopefully sooner!	
6	<p>250.06(2)(c) Access To Materials Potentially Harmful To Children</p> <p>Description: Based upon observations on 2/16/26, in the downstairs area, there was a bottle labeled bleach accessible to children.</p>	I forgot that when I cleaned the floors fixing up the "non finished" part of the basement. That area is also closed off to the children. But I picked it up and locked it back upstairs right away.	2-16-26	

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7	250.06(2)(d) Telephones & Emergency Phone Numbers Description: Based upon observations on 2/16/26, emergency phone numbers were not posted in the center.	I had numbers saved into my cell phone. Numbers are now posted next to license.	2.17.26	
8	250.06(3)(b) Emergency Plans - Practice Description: Based upon records review on 2/16/26, there was no documentation of a fire drill completed in January 2026.	Due to weather restrictions, below freezing, I did skip that month. Was explained I can still practice with sound to the doors, but keep them inside.	2.25.26	
9	250.09(3)(j) Infant & Toddler - Care During Feeding Description: Based upon observations on 2/16/26, there was a one year old child in a highchair during feeding time which the child was not buckled with the safety strap.	Will continue to buckle children safely when eating.	2.17.26	

NAME - Agency Worker
Dao Xiong, Erin Mancoske-Anderson

Date Issued
2/17/26

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Brittany Reindl

Date Signed