

# NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

June 12, 2017

NORTHEAST FAMILY CENTER  
Northeast Family Center, Licensee  
Jerry Pigsley, Registered Agent  
6220 Logan Ave.  
Lincoln, NE 68507

Dear Mr. Pigsley:

In accordance with the Notice of Disciplinary Action that was issued on May 23, 2017, by Thomas L. Williams, MD, Chief Medical Officer, Division of Public Health, Department of Health and Human Services, the original License of Northeast Family Center to operate as a Child Care Center in the State of Nebraska has been placed on Probation. A license imprinted with the term "PROBATION" is enclosed. This status became effective June 8, 2017, and it will remain in effect until December 8, 2017. Upon completion of the Probation, a new license will be issued to the Child Care Center.

At this time we ask that you submit the current license of Northeast Family Center by return mail, within the next seven (7) days, to DHHS, Division of Public Health, Licensure Unit, Attn: Rita Krusemark, 301 Centennial Mall South, Lincoln, NE 68509-4986.

If you have any questions, please contact Kathee Sanchez, Child Care Licensing Supervisor, at (402) 471-9193.

Sincerely,

  
Becky Wisell, Administrator  
Licensure Unit  
301 Centennial Mall South  
Lincoln, NE 68509-4986

BW/dcp

cc: Children's Services Licensing

This license shall be kept available in the establishment and such proof of credentialing shall be shown upon request.

# State of Nebraska

**PROBATION**

Department of Health and Human Services  
Division of Public Health

## NORTHEAST FAMILY CENTER

Is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an  
Operating Child Care Center  
located at: 6220 LOGAN Lincoln NE 68507

A maximum of 120 children in ages 6 WKS to 13 YRS may be in attendance at any one time during the hours of 0600 to 1800 on MTWTHF.

NORTHEAST FAMILY CENTER is hereby issued License No. CCC8917 which is effective on 04/30/2008

Amended: 06/08/2017

Given under the name and Seal of the Department of Health and Human Services Regulation and Licensure of the State of Nebraska at Lincoln on June 13, 2017.



Thomas L. Williams, MD Chief Medical Officer  
Director, Division of Public Health  
Department of Health and Human Services

# NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH  
STATE OF NEBRASKA

IN THE MATTER OF: )  
THE OPERATING CHILD CARE CENTER ) NOTICE OF  
LICENSE OF NORTHEAST FAMILY CENTER ) DISCIPLINARY ACTION

LICENSED LOCATION: 6220 LOGAN, LINCOLN, NE, 68507  
LICENSE NUMBER: CCC8917  
CAPACITY: 120  
AGES: SIX WEEKS TO 13 YEARS  
HOURS AND DAYS: 6:00 A.M. TO 6:00 P.M., MONDAY THROUGH FRIDAY  
DATE INITIALLY LICENSED: APRIL 25, 2007

**NOTICE:**

The Northeast Family Center (hereinafter referred to as the "Licensee") is hereby notified that the Department of Health and Human Services, Division of Public Health, (hereinafter referred to as "Department") intends to impose disciplinary action against the Licensee's operating Child Care Center license for violation of the following statutes and regulations:

**AUTHORITY:**

Nebraska Revised Statutes, section 71-1919, of the Child Care Licensing Act provides that "the Department may ... take disciplinary action against a license issued under the Child Care Licensing Act on any of the following grounds:

- (1) Failure to meet or violation of any of the requirements of the Child Care Licensing Act or the rules and regulations adopted and promulgated under the act; ...
- (4) Conduct or practices detrimental to the health or safety of a person served by or employed at the program;"...

Nebraska Revised Statutes, section 71-1920, of the Child Care Licensing Act provides that "...the Department may impose any one or a combination of the following types of disciplinary action against a license issued under the Child Care Licensing Act: (a) Issue a probation license;"...

391 NAC 3-008.01 Grounds for Denial or Disciplinary Action: "The Department may deny the issuance of or take disciplinary action against a license on any of the following grounds:

1. Failure to meet or violation of any of the requirements of the Child Care Licensing Act or the rules and regulations adopted and promulgated under the Act; ...
4. Conduct or practices detrimental to the health or safety of an individual served by or employed at the program;" ...

391 NAC 3-002 DEFINITIONS "Adequate and appropriate supervision includes: 1. Knowing the whereabouts and being within sight or sound of all children at all times; 2 Being awake, alert, attentive, and responsive to the needs of all children, and 3. Protecting or removing children from harm."

391 NAC 3-006.19 Supervision of Children: "Adequate and appropriate supervision must be provided to children at all times children are in attendance, including during outdoor play. Ultimate responsibility for supervision rests with the licensee."

**FACTS:**

Tonya Beckenhauer is listed as the Executive Director of record of this program.

On April 19, 2017, Marvie Sullivan, Child Care Inspection Specialist, Children's Services Licensing, Licensure Unit, Division of Public Health, received a self-report from Renee, center director at Northeast Family Center. Renee reported that two staff took 17 preschool-age children (ranging in age from three to five years of age) to the Havelock park approximately three blocks away. A three-year-old left the group and walked back to the center alone. Staff were in the process of walking the children back to the center and noticed that the child was missing. Staff at the center called the staff at the park and informed the staff that the child had walked back to the center. The child was unsupervised for approximately five minutes. All 17 children were in care when the staff counted the children at 1:42 p.m. Center staff called the staff at 1:47 p.m. to notify them that the child had returned to the center. The child was able to leave the group without the staff's knowledge.

**DISCIPLINARY ACTION IMPOSED:**

Based upon the facts set out above, the Department intends to impose the following:

1. The Licensee's Child Care Center license is placed on Probation for a period of six months effective June 8, 2017. Terms and conditions include:
  - a. By September 8, 2017, the Licensee must ensure that all existing staff who have the responsibility of caring for children will register/enroll, attend and successfully complete a minimum of two hours of face-to-face training related to adequate and appropriate supervision.

This training must be approved by the Early Childhood Training Center as well as the Department of Health and Human Services, as meeting the requirements for acceptable training for child care program staff.

Prior to staff participating in any training, the Licensee will submit in writing the following to the Department, in order for the Department to determine if the training meets the requirements for which it is intended: names of staff attending, training curriculum, date and time of training, name of the training, presenter/instructor's name, and the number of hours. This training will not count toward the required 12 hours of annual training.

Upon receipt of the above information, the Department will either approve or require additional information in writing from the Licensee within ten working days of the receipt of the letter requesting approval of the training. If additional information is required, the Licensee must reply with the required information within ten calendar days of notice by the Department.

The Licensee must submit verification of attendance and successful completion by all staff who have the responsibility of caring for children within fifteen calendar days after completion of the approved training.

b. By June 8, 2017, the Licensee will develop and establish written policies and procedures on how adequate and appropriate supervision is provided at all times the children are in attendance both on and off the premises. The written policies and procedures should incorporate, but are not limited to: the use of checklists; staffing charts; frequent monitoring; accountability; training of staff who count in the staff-to-child ratio; how current and future staff will be made aware of current changes in policies and procedures; and other detailed procedures to insure proper and adequate supervision of children at all times.

The Department agrees that after reviewing these written policies and procedures, it will either approve or require modifications. If modifications are required, the Licensee must, within ten calendar days of notice by the Department, resubmit the written policies and procedures to the Department with the required modifications. The Department reserves the right to make minor unilateral modifications to the written policies and procedures. Once approved, the Licensee agrees to implement the policies and procedures as approved by the Department.

c. The Licensee is responsible for paying for all costs associated with compliance.

d. All documentation required must be submitted to Marvie Sullivan, Child Care Inspection Specialist, Children's Services Licensing, Licensure Unit, Division of Public Health, State Office Building, PO Box 94986, Lincoln, Nebraska, 68509-4986, or at other such address as directed, in writing, by the Department.

2. Compliance will be monitored by Children's Services Licensing staff and may be monitored by other Department representatives (i.e., Fire Marshal or designated agent, Environmental Health Specialist/Scientist or designated agent, Resource Development Worker, Children and Family Services Specialist/Worker, etc.). The Licensee and any employees and/or agents must cooperate with the Department in these monitoring inspections.

3. A copy of this Notice of Disciplinary Action must be posted with the current child care license so it is clearly visible to parents and agency representatives.

4. Failure to comply with the terms of this disciplinary action, the applicable Child Care Regulations and failure to correct the violations will be grounds for revocation or such other discipline as the Department may deem appropriate after notice to the licensee and an opportunity for a hearing.

5. If the Licensee discontinues the child care program for any reason, the time the Licensee is not actively operating a licensed child care program will not count toward the probation period and any subsequent child care license issued by the Department indicating Northeast Family Center as licensee/director/owner shall be subject to the terms of this probation including completion of the probation period. The Licensee must notify the Department, in writing, within seven (7) working days of any period that it is not actively operating the program. Active operation is the provision of child care for a minimum of forty (40) hours a week for fifty (50) weeks of a calendar year.

**BE ADVISED:**

Pursuant to Nebraska Revised Statutes, section 71-1922, this action becomes final on June 7, 2017, unless the Department receives a written request for a hearing on or before such date. The license shall continue in effect until the final order of the director if a hearing is requested. If the director does not receive such request on or before such date, the action of the Department is final.

If you decide to request a hearing, your written request for hearing must be received by the Department no later than June 7, 2017. It should be addressed to:

Rita Krusemark, for DHHS  
Children's Services Licensing  
Licensure Unit – Division of Public Health  
PO Box 94986  
Lincoln, NE 68509-4986


**If you request a hearing, you will be notified of the time, date and place of the hearing and other pertinent information, by separate notice. On the basis of such hearing, the director will affirm, modify or rescind the determination of the Department. Be advised that pursuant to Nebraska Revised Statutes, section 71-1920, upon completion of any hearing held, the director may impose any or a combination of any of the following: probation, suspension, revocation, civil penalty, restrictions of new enrollment, restrictions or other limitations on the number of children or the ages of the children served in the program, or other restrictions or limitations on the type of service provided by the program. On the basis of the hearing, a modification by the director may include sanctions important to your program, up to and including the loss of your license.**

That Nebraska Revised Statutes, section 71-1923 of the Child Care Licensing Act, provides "a licensee may voluntarily surrender the license issued under the Child Care Licensing Act at any time, except that

the Department may refuse to accept a voluntary surrender of a license if the licensee is under investigation or if the Department has initiated disciplinary action against the licensee.

Dated: May 23, 2017

**Thomas L. Williams, MD**  
**Chief Medical Officer**  
**Director, Division of Public Health**  
**Department of Health and Human Services**

  
Becky Wisell, Administrator  
Licensure Unit  
301 Centennial Mall South  
Lincoln, NE 68509-4986

**CERTIFICATE OF SERVICE**

COMES NOW, the undersigned and certifies that on the 23 day of May, 2017, a copy of the foregoing **NOTICE OF DISCIPLINARY ACTION** was sent by certified and first class United States mail, sufficient postage prepaid to Northeast Family Center, 6220 Logan Avenue, Lincoln, Nebraska, 68507, and Jerry Pigsley, Registered Agent, Northeast Family Center, Suite 500, 301 South 13<sup>th</sup> Street, Lincoln, Nebraska, 68508.

  
Rita Krusenmark



Division of Public Health

State of Nebraska  
 Pete Ricketts, Governor

LICENSING AGREEMENT

I, Tonya Beckenhauer, Executive Director of Northeast Family Resource Center operating as Child Care Center CC8917 located at 6220 Logan Avenue, Lincoln NE 68507, hereby state and declare:

I have read and understand the Regulations Governing Licensure of Child Care Center Title 391 NAC Chapter 3.

I agree to comply with each of the Child Care Center Regulations as long as I am licensed by the State of Nebraska to provide child care services

I understand that this Licensing Agreement is the results of a complaint Licensing inspection conducted by Children's Services Licensing staff Marvie Sullivan, Child Care Inspection Specialist (CCIS) on September 21 and 23, 2016, which resulted in the violation of 391 NAC 3-006.15C Staff-to-Child Ratio:

"The center must maintain accurate staff and daily attendance records to verify compliance with staff-to-child ratios. Compliance with staff-to-child ratios is determined on a center-wide basis. Only staff involved in the direct care of children are counted. The appropriate staff-to-child ratios must be met at all times, as follows."

| Age of Children      | Number of Children in Care | Number of Staff Required |
|----------------------|----------------------------|--------------------------|
| 6 weeks to 18 months | 4                          | 1                        |
| 18 months to 3 years | 6                          | 1                        |
| 3 years              | 10                         | 1                        |
| 4 and 5 years        | 12                         | 1                        |
| School-age           | 15                         | 1                        |

After the review of staff time sheets and children attendance records for September 13, 14, and 15, Ms. Sullivan determined that the center was not meeting staff-to-child-ratio on four separate occasions during this time period.

I understand and agree that staff-to-child ratio shall be met at all times. I agree that this Licensing Agreement will be prominently posted with Child Care Center license so it is clearly visible to parents and Department representatives.

I understand that Children Services Licensing staff shall conduct announced or unannounced visits to my facility to determine compliance with this Agreement.

Any violation of this Agreement may be grounds for further negative action or discipline as the Nebraska Department of Health and Human Services, Division of Public Health, Children's Services Licensing may deem appropriate.

This Agreement shall be effect for six months from the signing of the Agreement after which time the Agreement will be reviewed and terminated, extended and/or modified.

Should the Child Care Center license be amended because of change of address,  
this Agreement may transfer to the new address if appropriate to the conditions of the  
Licensing Agreement

Northwest Family Center  
By \_\_\_\_\_

Owner/Licensee

Child Care Inspection Specialist

10/17/16

Date

Date

\_\_\_\_\_  
Non-relative Witness OR Notary Public

10-17-16

Date



Division of Public Health

Division of Public Health, Licensure Unit  
301 Centennial Mall South, 3<sup>rd</sup> Floor, P.O. Box 94986  
Lincoln, NE 68509-4986  
Phone (402) 471-2115 FAX (402) 471-3577

State of Nebraska

Dave Heineman, Governor

August 13, 2010

NORTHEAST FAMILY CENTER  
6220 LOGAN  
Lincoln NE 68507

Dear Ms Bonesteel:

In accordance with the letter, written by Rene Tiedt, Child Care Licensing Supervisor, on August 10, 2010, your original License to operate a Child Care Center in the State of Nebraska has been placed on Corrective Action Status. A license imprinted with the term "Corrective Action Status" is enclosed, this status became effective August 10, 2010, and it will remain in effect until February 10, 2011. Upon completion of this term a new license will be issued to you.

At this time we ask that you return your current license, within the next ten (10) days, to Marsha Wandersee in the Licensure Unit. If you have any questions please contact Child Care Licensing, at (402) 471-9302.

Sincerely,

  
Helen L. Meeks, Administrator  
Licensure Unit

HLM/jjb

cc: Child Care Licensing

This license shall be kept available in the establishment and such proof of credentialing shall be shown upon request.

# State of Nebraska

Department of Health and Human Services  
Division of Public Health

## NORTHEAST FAMILY CENTER

is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an  
Operating Child Care Center  
located at: 6220 LOGAN Lincoln NE 68507

A maximum of 60 children in ages 6 WKS to 13 YRS may be in attendance at any one time during the hours of 0630 to 1800 on MTWTHF.

NORTHEAST FAMILY CENTER is hereby issued License No. CCC8917  
whose status is **Active-Corrective Action Status** effective from 08/10/2010

Amended: 08/10/2010

Given under the name and Seal of the Department  
of Health and Human Services Regulation and  
Licensure of the State of Nebraska at Lincoln on  
August 16, 2010.



Wanda C. Dwyer, L.L.M., Equal Medical Officer, Gazette  
Division of Public Health, Department of Health and Human Services

248093

August 10, 2010  
Kodi Bonesteel, Licensee  
Renée Foley, Program Director  
Northeast Family Center  
6220 Logan  
Lincoln, NE 68507

I have received and reviewed your Corrective Action Plan dated August 5, 2010. You have addressed all of items included in the Corrective Action Notice. Your plan is now approved.

Your plan states:

1. You initiated your own corrective action plan right after the April 6, 2010 incident in which two children were left on the playground unsupervised. This plan included:
  - Teachers wrote down names of children and did head counts at transition times.
2. After the incident on May 3, 2010 in which two pre-school aged children were engaged in inappropriate touching, you instituted the following:
  - You rearranged rooms to eliminate hiding areas and now have a "no tent" rule.
  - You reviewed the licensing rules with every teacher.
  - Staff involved was disciplined.

In response to the Corrective Status Action Notice you submitted the following plan:

1. To maintain compliance with regulations teachers will be in the same area as children at all times. On the playground, teachers will continue walk around the play area. Teachers will not let children go inside alone. A teacher must be with them children at all times.
2. A daily log sheet will be used in each room. Teachers must write children's names down each time they enter their classroom. They will write down what time they arrive and leave. There will be checkpoints every 30 minutes. Daily Log Sheets will be turned into the Director at the end of the day. Forms will be kept on file.
3. Teachers will continue to ask for help from Director, ELC coordinator and other staff when needing assistance monitoring children in their care.
4. If for some reason a child leaves a room related to negative behavior, the room teacher will call down to the office so another staff can go get the child ( return them to their room or take them to the office area).
5. You will follow the plan you submitted.

Your Corrective Action Status is in effect from August 10, 2010 to February 10, 2011.

You are subject to monitoring visits by Children's Service's Licensing Staff to determine compliance with this plan.

If at any time subsequent to your placement on Corrective Action Status, should Children's Services Licensing receive substantiated concerns or complaints relating to the care, well being or risk to children in care, Children's Services Licensing / Licensure Unit will initiate further negative action against your Child Care Center license.

If you have any questions, please contact Marvie Sullivan at (402) 471-9274 or me at (402) 471-9193

Sincerely,

Rene Tiedt  
Child Care Licensing Supervisor  
Children's Services Licensing  
Licensure Unit  
1033 O Street Suite  
P.O. Box 98933  
Lincoln, NE 68509

CC: Marvie Sullivan-Child Care Inspection Specialist  
Marsha Wandersee, Administrative Assistant III

NCC 8-9-10

CORRECTIVE ACTION PLAN

Northeast Family Center

Early Learning Center

6220 Logan Ave

Lincoln, Nebraska 68507

402-471-3700

We started using a **Corrective Action Plan** right after the incident on April 6, 2010 which two children were hiding in the tunnel located on the climbing equipment on the playground and the teacher went inside with the rest of the group, leaving the two children on the playground. This was not intentional.

The teachers started writing down when a child came to their room in the morning and when they left. Head counts were done at transition times (meal time, bathroom, centers, outside, etc).

#3

Rooms were arranged in a way that children didn't have "hiding areas" in the room. We now have a **no tent rule**.

I did have a one on one meeting with **every** teacher in the center to go over the Licensing Rules again.

The staff member that was responsible for the group for **both** of the incidents is no longer with the center.

The staff member was suspended for three days without pay for the incident involving the two children left on the playground on April 6, 2010. I contacted both families of the children that were involved.

investigating the incident of the two preschool- age children that were engaged in inappropriate touching in the room with the teacher present on May 3, 2010 after I suggested that the family call them. At that time I contacted Marvie Sullivan and explained the incident to her and what my action was. She told me I was doing everything right and would contact me.

could determine what took place.

When I hire individuals to care for the children at our center I not only follow the procedure required by Licensing but I also ask them situation questions that are related to the safety of the children in their care. I expect every staff member to provide the best quality care at our facility to keep the children and themselves safe.

I feel very bad that these two incidents happened because this is unacceptable. I feel that by using the attached plan it will assure that the children are being monitored at all times.



Renee Foley

Program Director Early Learning Center

Northeast Family Center

August 5, 2010

I received the certified letter on Friday July 30, 2010 which indicated that I needed to submit a **Corrective Action Status Plan** for the center.

I meet with my teachers on Monday August 2, 2010 to discuss the plan. They gave feedback and we came up with the following plan:

1. To maintain compliance with regulations at **all** times the teachers will be in the same area that the children are in. On the playground the teachers will continue to walk around the play area. We will continue to not let children go inside alone to go to the restroom, a teacher **MUST** be with them.
- 2. A **Daily Log Sheet** will be used in **every** room. The teachers will use this to write children's names on when they enter their classroom. They will write the time they arrived and the time they leave. There will also be 30 minute check points. The **Daily Log Sheet** will be handed in to the Director at the end of the day. These forms will be kept on file.
3. Teachers will continue to ask for help from the Director, ELC Coordinator and other staff when needing assistance monitoring the children in their care.
4. We do have a few school age children that have negative behavior at times. When they get angry they run out of the room and hide. We started a discipline policy to ensure their safety. If a child leaves the room and the teacher is by themselves it puts the teacher in a situation that will not allow him/her to leave the room to get the child so the child is not being supervised. If a child does leave the room the teacher is to call down to the office area so another staff member can go get the child and return them to the classroom or watch them in the office area.





July 27, 2010

Kodi Bonesteel, Licensee  
Northeast Family Center Child Care  
6220 Logan Avenue  
Lincoln, NE 68507

Dear Ms. Bonesteel:

Nebraska Revised Statutes, Section 71-19119(4), of the Child Care Licensing Act, effective July 16, 2004 (Law 2004, LG 1005), provides that the Department may place a license on Corrective Action Status.

**FACTS:**

May 21, 2010 -Marvie Sullivan, Child Care Inspection Specialist conducted a complaint inspection of your Child Care Center. Non-compliances noted/ complaint allegations substantiated. . . . . were engaged in inappropriate touching in the room with a teacher present on May 3, 2010.

July 13, 2010 -Marvie Sullivan, Child Care Inspection Specialist conducted a follow-up complaint inspection of your Child Care Center. Non-compliances noted. . . . .that two preschool-age children were left alone on the playground on April 6, 2010 for approximately 10 minutes.

**Regulatory Bases:**

391 NAC 8-009 Staffing:

"Center staff or any person designated by the licensee as having responsibility for children shall have the responsibility to provide adequate and appropriate supervision at all times children are in attendance. Evidence of negligent or willful lack of supervision is basis for denial of an application or suspension or revocation of the center's license."

**DETERMINING CORRECTIVE ACTION STATUS:**

A non-disciplinary probationary license may be issued for the licensee to operate under corrective action status if the department determines that:

- (a) The licensee is unable to comply with all licensure requirements and standards or has had a history of noncompliance;
- (b) The effect of non-compliance with any rule or regulation does not present an unreasonable risk to the health, safety or well-being of children or staff; and
- (c) The licensee has a written plan of correction that has been approved by the department.

Based on the facts presented above and the regulations violated, the department is placing your operating Child Care Center license on Corrective Action Status for a period of six months.

#### **CORRECTIVE ACTION STATUS PLAN:**

Corrective action status is voluntary and the decision regarding placement on corrective action status is not appealable. However, you are required to submit a written plan of correction that must be approved by the Department.

The minimum the plan should specifically address is the following:

1. How you will maintain compliance with all regulations at all times.
2. How staff will keep track of /monitor children at all times to ensure that children are being supervised and accounted for while in care.
3. How you will ensure that staff will always be aware of where children are and visually able to see what children are doing while in care.
4. Once your plan is approved, you will follow the plan you submit.

Please submit your written Corrective Action Plan to Marvic Sullivan Child Care Inspection Specialist, Children's Services Licensing, Division of Public Health, and P.O. Box 98933 Nebraska 68509-8933 within 10 calendar days after you receive this letter.

#### **FAILURE TO SUBMIT CORRECTIVE ACTION PLAN:**

If you do not submit a written plan of correction or the written plan of correction is not approved, the Department may discipline your license by imposing one or a combination of the following types of disciplinary action:

- (a) Issue a probationary (disciplinary) license;
- (b) Suspend or revoke a provisional, probationary, or operating license;
- (c) Impose a civil penalty of up to \$5.00 per child, based upon the number of children for which the program is authorized to provide child care on the effective date of the finding of violation, for each day the program is in violation;
- (d) Establish restrictions on new enrollment in the program;
- (e) Establish restrictions or other limitations on the number of children or the age of the children served in the program; or
- (f) Establish other restrictions or limitations on the type of service provided by the program.

If you have any questions, regarding this letter, please contact Marvie Sullivan at 402-471-9274 or me at 402-471-9193.

Sincerely,

Rene Tiedt, Child Care Licensing Supervisor  
Children's Services Licensing  
Licensure Unit  
1033 O Street Suite 540  
PO Box 98933  
Lincoln, NE 68509

CC: Marvie Sullivan-Child Care Inspection Specialist  
Marsha Wandersee, Administrative Assistant III