



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

THE OPERATING CHILD CARE CENTER OF ) LICENSING  
KIDS OF HIS KINGDOM EARLY CHILDHOOD )  
DEVELOPMENT CENTER OWNED BY ) AGREEMENT  
TRINITY EVANGELICAL LUTHERAN CHURCH )

**LICENSED LOCATION:** 1320 20TH STREET, AUBURN, NE 68305  
**LICENSE NUMBER:** CCC9344  
**CAPACITY:** 43  
**AGES:** 6 WEEKS TO 13 YEARS  
**HOURS AND DAYS:** 12:00 AM TO 12:00 PM MONDAY THROUGH SUNDAY  
**DATE INITIALLY LICENSED:** JULY 31, 2013

I, Amanda Ackley, hereby state and declare:

1. I am the Director of the above-mentioned childcare program.
2. I have read, understand and agree to comply with all the Regulations Governing Licensure of Child Care Centers, Title 391, as long as I am licensed by the State of Nebraska to provide child care services. Specifically,

NAC 391 3-006.01 Licensee Requirements: "The licensee must:

1. Ensure that the center is administered and managed appropriately;
2. Maintain compliance with all applicable state statutes and childcare center regulations;" ...

NAC 391 3-006.02 Director Requirements: "The director is responsible for managing the day-to-day operations of the child care center. The director must report to the licensee all matters related to the maintenance, operation, and management of the child care center and be directly responsible to the licensee or to a person delegated governing authority by the licensee. The director must:

1. Be responsible for the center's compliance with rules and regulations; ...
6. Provide orientation for new staff, including training on childcare center

- regulations; ...
13. Ensure that staff-to-child ratios are met at all times; ...”

NAC 391 3-006.15B Staffing Requirements

1. All staff must be awake and alert to the needs of the children at all times, including napping/sleeping times.
2. Each room where children are receiving care must have a teacher who is involved with the direct care of children.
3. During naptime, at least one teacher must be in the room where children are napping, as long as the staff-to-child ratio is maintained center-wide.
4. At least two staff members must be on the premises at all times, except:
  - a. When the number of children in care is 12 or fewer; or
  - b. When all children in care are school-age and there are 15 or fewer.

NAC 391 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 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

NAC 391 3-006.18 Immunizations: Within 30 days of a child’s enrollment, the licensee/director must obtain a copy of the child’s immunization record. Immunization records must be available for review upon request by the Department and updated each time the child receives additional immunizations. Each child’s immunization record must include:

1. Documentation of age-appropriate immunization;
2. Certification by a physician, advanced practice registered nurse, or physician assistant that immunization is not appropriate for a stated medical reason; or
3. A written statement that the parent or guardian does not wish to have the child immunized and the reasons for that decision.

NAC 391 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.



NAC 391 3-006.22B Beds, Cribs, and Sleeping Surfaces: The licensee must ensure that sleeping surfaces appropriate to the child's age and level of development are available for each child in care.

1. Acceptable sleeping surfaces for children over 12 months of age are:
  - a. Beds;
  - b. Cots;
  - c. Cribs;
  - d. Playpens;
  - e. Sofas;
  - f. Washable sleeping bags; and
  - g. Waterproof mats, which must be at least one inch thick and at least 45 inches long.
2. The only acceptable sleeping surfaces for children age 12 months and under are cribs and playpens. When used, cribs and playpens must meet the following standards:
  - a. Cribs and playpens must be federally approved;
  - b. Cribs must be equipped with a waterproof crib mattress covered by a fitted sheet. The mattress pad for a playpen must be specifically designed for playpen use and covered by a fitted sheet;
  - c. Cribs and playpens must contain no soft objects, bumper pads, toys, or loose bedding. If a blanket is used, it must be secured or tucked under the crib mattress or the pad of the playpen and reach no higher than the infant's chest; and
  - d. Cribs and playpens must be kept clean, in good repair, and not have any surface covered by lead-based paint.
3. Cribs, playpens, cots, and mats must be separated by at least three feet of space.
4. Cribs, playpens, cots, and mats must be disinfected daily or marked for individual use and disinfected weekly or more often when needed.
5. For evening care, each child must be provided with a cot with a waterproof mattress.
6. The following must not be used as sleeping surfaces:
  - a. The top level of a bunk for children age 5 and under;
  - b. Stackable cribs;
  - c. Waterbeds for children age 3 and under; and
  - d. Cots, cushions, futons, mats, or pillows for infants 12 months and under.

NAC 3941 3-006.23 Infant/Toddler Care: If care is provided to infants and/or toddlers, the licensee must ensure that the emotional and physical needs of infants and toddlers are met consistently and promptly. Staff assigned to infants must be identified in writing and assigned to the same infants whenever possible. Center staff must:

1. Investigate the cries of infants immediately;
2. Hold, talk to, and engage in play activities with each child every day;
3. Hold infants under six months of age or those not yet able to hold their own bottles. Bottles must not be propped and must be removed from sleeping infants;
4. Only use high chairs that are equipped with three-point safety straps;
5. Obtain and keep on file a signed and dated statement by the parent(s) that describes the formula and feeding schedule for each infant in care; and

6. Place infants on their backs to sleep unless there is a medical reason for a child to sleep in a different position. A written note from the infant's physician, physician assistant, or nurse practitioner indicating that the infant must sleep in a different position must be obtained, kept on file, and available for review by the Department.

NAC 391 3-006.30E Notification to the Department of Emergencies: The licensee/director must notify the Department within 24 hours or next business day of the following occurrences at the center:

1. The death of a child;
2. Any accident or injury to a child which requires hospitalization or treatment at a medical facility;
3. When a child has been missing, lost, or left unsupervised on or off the premises; and/or
4. An emergency or disaster that results in damage to the Child Care Center or the inability of the licensee/director to comply with regulations.

3. I understand and agree with the following:

A. I will comply with the above regulations.

B. This Licensing Agreement will be prominently posted with the current license so it is clearly visible to parents and Department representatives.

C. The Office of Children's Services Licensing will conduct announced and unannounced visits to my facility to determine compliance with this agreement.

4. Any violation of this Agreement may be grounds for further negative action or discipline.

5. This Agreement shall be in effect from the signing date for six months. Should the license be amended because of a change of address, this Agreement may transfer to the new address, if appropriate to the conditions of this Interim Licensing Agreement.

[Redacted Signature]  
Licensee/Agent

3/16/18  
Date

[Redacted Signature]  
Child Care Inspection Specialist  
Angie Lewis

3/16/18  
Date

# NEBRASKA

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DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

May 10, 2017

KIDS OF HIS KINGDOM  
EARLY CHILDHOOD DEVELOPMENT CENTER  
Heather Schultz, Director  
1320 20<sup>th</sup> Street  
Auburn, NE 68305

Dear Ms. Shultz:

In accordance with the letter written by Kathee Sanchez, Child Care Licensing Supervisor, on May 9, 2017, the original License of Kids of His Kingdom to operate as 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 May 9, 2017, and it will remain in effect until November 9, 2017. Upon completion of this term, a new license will be issued to the Child Care Center.

At this time we ask that you submit the current license of Kids of His Kingdom Early Childhood Development Center by return mail, within the next seven (7) days, to DHHS, Division of Public Health, Licensure Unit, Attn: Marsha Wandersee, 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

Department of Health and Human Services  
Division of Public Health

## TRINITY EVANGELICAL LUTHERAN CHURCH

is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an  
Operating **Child Care Center**  
located at: 1320 20TH STREET Auburn NE 68305

A maximum of 43 children in ages 6 WKS to 13 YRS may be in attendance at any one time during the hours of 0000 to 2400 on MTWTFSSU.

KIDS OF HIS KINGDOM EARLY CHILDHOOD DEVELOPMENT CENTER is hereby issued License  
No. CCC9344

whose status is Active-Corrective Action Status effective from 05/09/2017

Amended: 05/09/2017

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 May 11, 2017.



\_\_\_\_\_  
Director, Division of Public Health  
Department of Health and Human Services

\_\_\_\_\_  
Officer

# NEBRASKA

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DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

May 9, 2017

Kids of His Kingdom Early Childhood Development Center  
Attn: Heather Schultz, Director  
1320 20<sup>th</sup> St  
Auburn NE 68305

Dear Ms. Schultz;

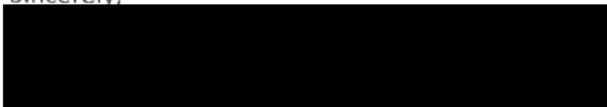
The Nebraska Department of Health and Human Services, Office of Children's Services Licensing received your Plan of Correction. The attached corrective action plan has been reviewed and approved effective May 9, 2017.

A new license, identified with 'Corrective Action Status' will be mailed to your facility. The new license is to be posted in a prominent location. The license status will be in effect for a period from the date of approval, May 9, 2017 to November 9, 2017.

Compliance with the terms of the Corrective Action Status will be monitored by announced and unannounced inspections to your facility by Child Care Licensing staff. Any violation may be grounds for discipline as the Office of Children's Services Licensing program may determine appropriate.

If you have questions regarding this letter, please contact Angie Lewis, Child Care Inspection Specialist at (402) 245-4439 or me.

Sincerely,



Kathee Sanchez, Child Care Licensing Supervisor  
Office Children's Services Licensing  
Nebraska Department of Health and Human Services  
301 Centennial Mall S, Lincoln Ne 68509  
(402) 471-9193 [kathee.sanchez@nebraska.gov](mailto:kathee.sanchez@nebraska.gov)

cc: Angie Lewis, Child Care Inspection Specialist  
Marsha Wandersee Office of Children's Services Licensing Central Office  
Dennis Wittmann – Board Chair

May 1, 2017

To Whom It May Concern:

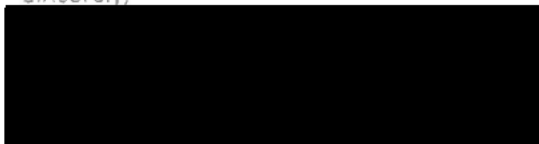
On April 13, 2017, CCIS Angie Lewis conducted an unannounced complaint investigation to our center. Allegations that children were left in the bathroom alone with no staff present and inadequate and inappropriate supervision were substantiated. Additional violations were cited at this complaint investigation including: licensee requirements, director requirements, unapproved non-certified teachers, staffing requirements, staff-to-child ratio, infant care room ratio, and notification to the department of emergencies.

The Director of the center is responsible for corrections and maintenance of compliance and the Board of Directors will be hiring a new Director with a possible Assistant Director and more staff so there is a call-in person to make sure that all Licensing Requirements are met daily.

The Director will have an all staff meeting to make sure that all staff is aware of the Licensing Requirements, what qualifies as a certificated and non-certificated teacher to ensure that a teacher that doesn't meet qualifications is never left with children alone again. The Board of Directors will no longer make staffing changes during that person's scheduled hours so there will be no more issues of short staffing. Also, children will only be allowed in the bathroom one at a time and a qualified teacher will escort them to the bathroom if we are in the dining area. Infants will be in the baby room with a teacher that meets qualifications if there are more than 12 children in any given room including outdoors. The Director will notify the Department within 24 hours of the following occurrences at the center: death of a child, any accident/injury to a child which requires hospitalization or treatment at a medical facility, when a child has been missing, lost, or left unsupervised on or off the premises, or an emergency or disaster that results in damage to the Child Care Center or the inability of the licensee/director to comply with regulations.

We are in full cooperation with the Department and will provide any documentation that is needed to ensure we are meeting all the licensing requirements.

Sincerely,

A large black rectangular redaction box covering the signature of Heather Schultz.

Heather Schultz

KOHK Director



# NEBRASKA

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DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

April 26, 2017

**Certified and First Class Mail**

Heather Schultz, Director  
Kids of His Kingdom Early Childhood Development Center  
1320 20<sup>th</sup> Street  
Auburn, NE 68305

Dear Ms. Schultz;

Nebraska Revised Statutes, section 71-1911 (4), of the Child Care Licensing Act provides that the department may place a license on 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 noncompliance 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

On April 13, 2017, CCIS Angie Lewis conducted an unannounced complaint investigation to your center. Allegations that children were left in a room alone with no staff present and inadequate and inappropriate supervision were substantiated. Additional violations were cited at this complaint investigation and pertaining to the complaint investigation include: licensee requirements; director requirements; unapproved non-certificated teachers; staffing requirements; staff-to-child ratio; infant care room ratio; and notification to the department of emergencies.

**391 NAC 3-006.01 Licensee Requirements:** The licensee must:

1. Ensure that the center is administered and managed appropriately;
2. Maintain compliance with all applicable state statutes and child care center regulations;
3. Permit announced and unannounced inspections by agency representatives during the hours of operation;
4. Either manage the day-to-day operations of the center or designate a director who is responsible for the day-to-day management of the center and define the duties and responsibilities of the director in writing; and
5. Ensure that the center has sufficient resources to provide a safe, healthy, and nurturing environment to all children enrolled in the center.

**391 NAC 3-006.02 Director Requirements:**

The director is responsible for managing the day-to-day operations of the child care center. The director must report to the licensee all matters related to the maintenance, operation, and management of the child care center and be directly responsible to the licensee or to a person delegated governing authority by the licensee. The director must:

1. Be responsible for the center's compliance with rules and regulations,

2. Be within the child care area a sufficient number of hours to permit adequate attention to the management of the center;
3. When not in the child care area, designate another staff to act in his/her absence who will be responsible and accountable for management of the center;
4. Provide written personnel policies and procedures specific to:
  - a. Job descriptions and responsibilities; and
  - b. Position qualifications, skills, knowledge, abilities and physical demands of the job;
6. Provide orientation for new staff, including training on child care center regulations;
7. Schedule training and continuing education for all staff and ensure that records are maintained including the date, topic, and length of time for each training entry;
8. Ensure that center staff identify and review incidents, accidents, complaints, and concerns, and monitor patterns and trends in overall operation and take action to alleviate problems;

**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

**391 NAC 3-006.15B Staffing Requirements:**

1. All staff must be awake and alert to the needs of the children at all times, including napping/sleeping times.
2. Each room where children are receiving care must have a teacher who is involved with the direct care of children.

**391 NAC 3-005.19 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.

**391 NAC 3-006.23 Infant Care Rooms:** Rooms where infants are receiving care must be limited to the care of no more than 12 children at any one time.

1. If five or more infants are receiving care in a room, at least two staff members must be in the room.
2. If nine or more infants are receiving care in a room, at least three staff members must be in the room.
3. Equipment such as cribs with wheels, buggies, wagons, or laundry carts must be available for emergency evacuation unless additional staff above the ratio are available to carry infants.

**391 NAC 3-006.30E:**

The licensee must notify the Department within 24 hours or next business day of the following occurrences at the center:

1. The death of a child;

2. Any accident or injury to a child which requires hospitalization or treatment at a medical facility;
3. When a child has been missing, lost, or left unsupervised on or off the premises; and/or
4. An emergency or disaster that results in damage to the Child Care Center or the inability of the licensee/director to comply with regulations.

Please submit your written Plan of Correction to Angie Lewis, Child Care Inspection Specialist, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, 1700 Stone Street, Falls City, NE 68355 within ten calendar days after you receive this letter.

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:

1. Issue a probationary (disciplinary) license;
2. Suspend or revoke a provisional, probationary, or operating license;
3. Impose a civil penalty of up to five dollars 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;
4. Establish restrictions on new enrollment in the program;
5. Establish restrictions or other limitations on the number of children or the age of the children served in the program; or
6. Establish other restrictions or limitations on the type of service provided by the program.

If you have any questions regarding this letter, please contact Angie Lewis, CCIS, (402)245-4439 or Kathee Sanchez, Child Care Licensing Supervisor, (402)471-9193.

Sincerely,



Kathee Sanchez  
Child Care Licensing Supervisor  
301 Centennial Mall South  
PO Box 94986  
Lincoln, NE 68509-4968  
Phone (402) 471-9193 FAX (402) 471-6407  
[kathee.sanchez@nebraska.gov](mailto:kathee.sanchez@nebraska.gov)

cc:  
Angie Lewis – Child Care Inspection Specialist  
Marsha Wandersee, Administrative Assistant II  
File