

# NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

July 13, 2017

TINY HANDS, BIG DREAMS  
CHILD DEVELOPMENT CENTER, LLC  
Amber Riggins and Vanessa Collins, Owners/Directors  
3101 C Street  
Lincoln, NE 68510

Dear Ms. Riggins and Ms. Collins:

In accordance with the letter written by Kathee Sanchez, Child Care Licensing Supervisor, on July 12, 2017, 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 July 12, 2017, and it will remain in effect until January 12, 2018. Upon completion of this term, a new license will be issued to you.

At this time we ask that you submit your current license 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

Department of Health and Human Services  
Division of Public Health

**TINY HANDS, BIG DREAMS CHILD DEVELOPMENT CENTER, LLC**  
is hereby authorized in compliance with laws of the State of Nebraska to establish and conduct an  
**Operating Child Care Center**  
located at: **3101 C STREET Lincoln NE 68510**

A maximum of **90** children in ages **6 WKS** to **13 YRS** may be in attendance at any one time during the hours of **0600** to **2200** on **MTWTHF**.

**TINY HANDS, BIG DREAMS CHILD DEVELOPMENT CENTER, LLC** is hereby issued License No. **CCC9407**

whose status is **Active-Corrective Action Status** effective from **07/12/2017**

Amended: **07/12/2017**

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 **July 17, 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**

July 12, 2017

Tiny Hands, Big Dreams Child  
Attn: Amber Riggins  
Development Center, LLC  
3101 C Street  
Lincoln, NE 68510

Dear Ms. Riggins,

The Nebraska Department of Health and Human Services, Office of Children's Services Licensing received your corrective action plan accepting Corrective Action Status. The attached corrective action plan has been reviewed and approved effective July 11, 2017. (Please post this plan at your facility).

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, July 12, 2017 to January 12, 2018.

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 Teresa Neal, Child Care Inspection Specialist, 402-471-6730 or me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kathee Sanchez".

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

cc:

Teresa Neal – Child Care Inspection Specialist  
Lori Pflanz – Child Care Inspection Specialist  
Rita Krusemark Program Specialist  
File

Corrective Action Plan  
Tiny Hands, Big Dreams CDC

As mandated in the letter received on June 28, 2017, below is our written plan of action to correct issues noted during visits from Child Care Inspection Specialists, Lori Pflanz and Teresa Neal.

Each issue listed in the letter received is broken down into sections below with a plan listed for that particular problem. Steps regarding meeting ratio at all times, in the infant room and center wide, and placement of certified and non-certified teachers were taken by Owners/Directors Amber Riggins and Vanessa Collins directly after speaking with Teresa Neal and Lori Pflanz and are continuing to be enforced daily.

**391 NAC 3-006.05B Non Certified Teachers**

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

Issue Addressed: Staff alone in rooms did not meet certified teacher qualifications.

After discussion with Teresa Neal during her visit on June 5, 2017, Vanessa Collins and Amber Riggins went through all staff to verify teacher qualifications and moved staff necessary to maintain ratio and coverage with non-certified teachers being placed with certified teachers. Only the one teacher at that point was not a certified teacher and needed to be moved. This teacher has since been let go.

Owners/Directors Amber Riggins and Vanessa Collins will ensure any teachers that are not certified upon hire are placed in areas directly with a certified teacher until they reach certified status through gaining clock hours, meeting another requirement listed, or by undergoing the approved training program via DHHS.

**391 NAC 3-006.15C Staff-to-Child Ratio**

Issue Addressed: Staff to child ratio was not met, specifically in infant room, but also created a ratio problem center wide.

On June 5, 2017, when Teresa Neal visited for the unannounced semi-annual inspection, there were 5 infants in one of the infant rooms. One infant's normal schedule for pick-up was delayed and there was lack of communication prior to a teacher ending their shift for the day regarding the fifth infant. Said teacher left for the day without notifying Vanessa Collins or Amber Riggins, leaving the room out of ratio and the center due to another staff being on break.

After the incident on June 16, 2017 of having multiple children, including infants, arrive prior to their normal scheduled times, Owners/Directors Amber Riggins and Vanessa Collins sent home a letter to parents requiring an updated attendance schedule, with a note explaining that if they arrive prior to this scheduled time, we may not be able to accommodate their child's attendance unless ratio allows. Owners/Directors Vanessa Collins and Amber Riggins will routinely check in with rooms as children arrive and depart for the day to maintain proper ratios in the Infant Room and throughout the facility. A copy of this letter is attached.

A meeting with staff was held to reiterate the crucial importance of being to work at scheduled times. Staff was made aware that in addition to keeping count, parents would need to be notified if an issue of maintaining ratio were to occur and to let them know directly or direct them to either Vanessa or Amber to have them wait or come back later when staffing allowed for the child to be dropped off. Also discussed was communication regarding ratios being met and notifying Vanessa or Amber of the number of children in the classroom before any staff leaves for the end of their shift to prevent any instance of a room or the center being out of ratio.

This was corrected with an immediate change of scheduling that started June 19, 2017. Vanessa Collins and Amber Riggins will continue watching schedule changes of children and adjust staff scheduling accordingly to continue to meet staff-to-child ratio throughout the center. Based on the schedules provided from parents, our new schedule runs as follows (unless a change is necessary to accommodate a change in children's schedules):

6:00am - Owner/Director (either Amber or Vanessa)  
6:00am - Additional Opening Staff Arrival  
7:00am - 1 Staff Arrival  
7:30am - 2 Staff Arrival  
8:00am - 1 Staff Arrival  
8:30am - 2 Staff Arrival  
9:00am - 3 Staff Arrival

Times are adjusted to be earlier if a parent notifies Vanessa Collins or Amber Riggins with a minimum of 24 hour notice to allow us to verify staff are able to shift their scheduled time.

### **391 NAC 3-006.19 Supervision of Children**

#### **391 NAC 3-007.01 Activity Space**

Issues Addressed: 15 children present in a room with activity space for 8 children. Aggressive behavior observed and not intervened upon due to too many children in stated room.

Children will be separated from the room used for breakfast when more than 8 children arrive. If necessary, breakfast for additional children will take place in the cafeteria in the downstairs level to avoid too many in the upstairs room. Ratios will be checked during arrival times, prior to any staff taking breaks, and during departure times to insure that ratio is being met at all times throughout the day.

During the meeting, teachers were also made aware that no more than 8 children should be in the upstairs classrooms at a time. Vanessa and Amber will continue to monitor each room to be sure no classroom exceeds the number of children for which that room has space available. This action has already begun by Owners/Directors Amber Riggins and Vanessa Collins and will continue going forward.

### **391 NAC 3-006.22B Beds, Cribs, and Sleeping Surfaces**

Issue Addressed: One infant was asleep on the floor.

Sleeping surfaces available for children are as follows:

- Cribs and Playpens (For infants under 12 months of age)
- Sleep time Mats and Cots (For infants and children over 12 months of age)

Infant room staff have been reminded that any infant that falls asleep outside of their crib/playpen needs to be immediately moved to their designated crib to sleep. Owners/Directors Vanessa Collins and Amber Riggins will make visits at random times throughout the day, each day, to make sure infants are sleeping only in their designated cribs.

### **391 NAC 3-006.23A Infant Care Rooms**

Issue Addressed: On June 5, 2017, 5 infants were in the room with one teacher. On June 16, 2017, 6 infants were in the room with one teacher.

Staffing regarding scheduling problems has been addressed in the statement described above requiring new attendance schedules for children, a shift in staff schedules to accommodate the schedules provided by parents, and notifying parents of their obligation to follow the provided schedule or the possibility they won't be able to leave their child until their scheduled time or unless/until staffing is adequate.

During the meeting with staff, infant room staff were given direction to check with Owners/Directors Amber Riggins or Vanessa Collins before clocking out or beginning any breaks to give a current count of infants and be sure ratio is being met at all times. The importance of communication during shift changes and throughout the day regarding infant care and ratios was reiterated. Anytime more than 4 infants are in care, a second teacher is present. Anytime more than 8 infants are in care, a third teacher is present. Schedules have been adjusted to meet the changing schedules of infants coming earlier. This was common practice prior to the incidents occurring and will continue going forward.

### **391 NAC 3-006.31A Housekeeping and Maintenance**

Issue Addressed: Handrail on a downstairs staircase was off of the wall. Back door leading outside did not have a self-closing device.

An automatic door closer has been installed on the door mentioned in the complaint inspection and the door remains closed throughout the day. Staff have been made aware that a key is hanging to unlock and lock the door to prevent children/staff from being locked outside during outside play time.

The handrail on the back staircase has been remounted.

Owners/Directors Vanessa Collins and Amber Riggins will continue to watch for any potential maintenance issues and correct them upon finding.

### **391 NAC 3-006.32E Other Environmental Safety Requirements**

#### **391 NAC 3-006.32 Environmental Safety**

Issues Addressed: The downstairs laundry room/supply closet door was not locked and contains chemicals.

A reminder was given to staff regarding the laundry/supply room door remaining locked at all times. All chemicals will be stored in locked storage not made available to any children on the premises. Staff were also reminded of the placement of the key for the room to access it when needed.

Owners/Directors Vanessa Collins and Amber Riggins will check the door throughout the day to insure it remains locked at all times.

---

A meeting took place on June 22, 2017 to discuss the issues that had come up on the previous state visits. Attached is a memo that was given to each employee and contains the information discussed at the meeting.

Also attached is a copy of the letter sent home to parents regarding updating schedules and the importance of meeting that schedule or risking not being able to drop their child off into our care if they arrive prior to that time.

---

Owners/Directors Amber Riggins and Vanessa Collins will ensure that all regulations continue to be met at all times.

Timeline: Each of the above mentioned issues have been addressed and corrected. The door closer was installed on June 21, 2017. The handrail on the back stairs was remounted on June 7, 2017. Owners/Directors Amber Riggins and Vanessa Collins will continue from here forward to monitor schedules for staff and children to maintain staff to child ratio at all times, to regulate staff placement of certified and not certified teachers and help teachers work towards reaching certified teacher status, to guarantee all chemicals, cleaners and potentially poisonous substances are kept in locked storage, and that all rooms hold only the number of kids for which space allows.

Owners/Directors Amber Riggins and Vanessa Collins will meet weekly to check in on staff scheduling and any changes in children's schedules and make adjustments as needed. Any other potential issues that arise will also be discussed and a solution found during these times.

Owners/Directors Amber Riggins and Vanessa Collins will meet with staff, as a group or individually, or provide a memo monthly to further discuss the above listed issues and to continue giving reminders to staff on DHHS Regulations as well as the center's policies in place to meet DHHS regulations.

---

Printed Name

Title

---

Printed Name

Title

---

Signature

Date

---

Signature

Date

## Attention Parents!

For scheduling purposes and to be sure we are always maintaining proper ratio, we need all parents to fill out and return the bottom portion of this form by Wednesday, June 21, 2017.

The schedule you provide will be used to base our staff scheduling and are the hours your child should be in attendance. If you need to vary from this schedule, the change in hours will need to be approved by Vanessa or Amber with a minimum of 24 hours advance notice. If we do not have notice, there is the possibility we will not be able to accommodate the extra time. If your schedules varies week by week, please note that below and provide a copy of the next week's schedule no later than the Friday prior to that week of care.

\*\*\*PLEASE BE AWARE THAT IF YOU COME BEFORE YOUR SCHEDULED TIME, WE MAY NOT BE ABLE TO ACCOMMODATE YOUR CHILD UNTIL THEIR SCHEDULED TIME OF ARRIVAL. WE STAFF BASED ON SCHEDULES PROVIDED TO US. \*\*\*

School age and Pre-K children will be doing water days Tuesday & Wednesday this week (June 20-21, 2017).

Please keep an eye on the bulletin board in our front hallway for notices regarding field trips, activities, and times your child will need to be here to attend certain trips!

### SCHOOL AGE & PRE-K PARENTS

School age and Pre-K children will be doing water days Tuesday & Wednesday this week (June 20-21, 2017).

Please keep an eye on the bulletin board in our front hallway for notices regarding field trips, activities, and times your child will need to be here to attend certain trips!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

CHILD/FAMILY NAME: \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_



## Meeting Memo 6.22.17

- Scheduled times – It is CRUCIAL all staff arrive at their scheduled times! This is to maintain ratio throughout the center. Being 5 minutes late can make a huge difference.
- Counting your children – We keep attendance paperwork but may miss a child arriving late or leaving early. Teachers need to ALWAYS know how many children are in their class. Do not leave for the day or go on break without checking with Vanessa or Amber.
- Upstairs classrooms are only able to have 8 children in them at any time. If more children arrive and need to be moved, split the group or notify the teacher in another area that you will be sending children to them and check to see it does not put the center out of ratio.
- Communication – We do our best to walk through and check on rooms throughout the day but can't be everywhere at once. If there is an issue or concern regarding ratio or anything else, COMMUNICATE with one of us so we can prevent a problem or resolve it.
- LAUNDRY ROOM DOOR NEEDS TO BE LOCKED AT ALL TIMES!!! DO NOT LEAVE IT UNLOCKED OR PROPPED OPEN!!
- New door closer on back door – key is hanging up next to door frame. Push in and turn key right to unlock. Turn left to lock when done outside.
- If you notice anything broken or that needs attention TELL US so we can handle it.
- Schedule Changes to be discussed.

# NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Pete Ricketts, Governor

June 23, 2017

CERTIFIED MAIL AND REGULAR MAIL

Tiny Hands, Big Dreams Child  
Attn: Amber Riggins  
Development Center, LLC  
3101 C Street  
Lincoln, NE 68510

Dear Ms. Collins and Ms. Riggins:

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

**FACTS:** On May 19, 2017, Lori Pflanz, Child Care Inspection Specialist conducted an unannounced complaint inspection to your facility. At the time of inspection she noted that there were 16 children in a room that has activity space for eight children. The facility was instructed to separate children to other rooms when the number of children exceeds eight. Pflanz also noted that the back door must be self-closing.

On June 5, 2017 Teresa Neal, Child Care Inspection Specialist conducted an unannounced semiannual inspection at your facility. At the time of inspection, Neal noted the following non compliances:

- staff who did not meet teacher qualifications were alone in rooms with children
- staff to child ratio was not met
- one infant was asleep on the floor, not in a crib or playpen
- one staff was present in a room with five infants
- the downstairs closet was unlocked and contained cleaners, poisons and chemicals
- the stairs leading up the backdoor entrance had a handrail that was off the wall and laying on the stairs.

On June 16, 2017, Lori Pflanz conducted a complaint follow up inspection to your facility. At the time of inspection, she noted the follow non compliances:

- six teachers were required to meet staff to child ratio, but only three staff were present
- one staff was in the infant room with six infants
- there were 15 children in a room with activity space for only 8 children
- children were observed hitting one another and staff did not intervene Due to the number of children in the room, staff could not adequately supervise
- back door was not self closing

**REGULATORY BASES:**

**391 NAC 3-006.05B Non Certificated Teachers:** To be employed as a teacher in a licensed child care center, an individual who is not a certificated teacher must be at least 18 years of age and of good moral character, and must meet one of the following requirements:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. Have a Child Development Associate Credential; or
4. Have a high school diploma or GED; and
  - a. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor; or
  - b. Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.

**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.
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.

**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

**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.

**391 NAC 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.

**391 NAC 3-006.23A 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 3-006.31A Housekeeping and Maintenance:** The licensee must ensure that the necessary housekeeping and maintenance are provided to protect the health and safety of children in care. The center and grounds must be kept clean, safe, and in good repair.

1. The center and any building on the premises in or around areas where children are present must be kept free of exposed lead-based paint surfaces that are flaking, peeling, or chipped.
2. Rooms, walls, floors, and ceilings must be kept clean, dry, in good repair, and free of odor resulting from sewage, mold, mildew, or other environmental or biological hazards or unsanitary conditions.
3. Heating, ventilation, and lighting in all rooms used for child care must be adequate to protect the health of children.
4. The licensee must equip and maintain the premises to prevent the entrance, harborage, or breeding of rodents, flies and all other insects and vermin. All doors opening to the outside must be self-closing (except sliding doors) and all windows used for ventilation must be screened. The center must have effective screening of all openings to the outside when flies or other flying insects are present.
5. All garbage and rubbish must be disposed of in a manner that minimizes odor and the transmission of infectious diseases, and prevents the attraction of rodents, flies, and all other insects and vermin. This includes:
  - a. Using containers, both indoor and outdoor, for garbage and rubbish that are watertight, have tight fitting covers, and are fly and rodent-proof;
  - b. Keeping all garbage and rubbish containers clean; and
  - c. Not burning garbage on the premises.
6. If carpeting is used in a bathroom, it must be removable, washable, and non-shag.
7. Carpeting is prohibited in the food preparation area.
8. In rooms where food is stored or prepared:
  - a. Walls and ceilings must be smooth, of easily cleanable construction, and finished in a light color; and
  - b. Walls subject to splash must have a smooth, washable surface.

**391 NAC 3-006.32E Other Environmental Safety Requirements**

1. Surfaces must be smooth and free of sharp edges, mold, or dirt, and the environment must be kept free of other conditions which may pose a potential risk.
2. All cleaning agents, medications (both prescription and nonprescription), and poisonous materials must be kept in locked storage at all times children are in care. Separate locked storage must be provided for medications requiring refrigeration.
3. All firearms, other potentially hazardous weapons, weapon accessories, and ammunition must not be on the premises of the center, unless the center is located in a private residence. If the center is located in a private residence, all firearms, other potentially hazardous weapons, weapon accessories, and ammunition must be kept in locked storage. Firearms must be unloaded and ammunition must be stored separately from firearms
4. Electrical outlets within reach of children under age six must be covered with safety caps, ground fault interrupters, or have safety outlets installed.
5. Shared use of the following items is prohibited:
  - a. Disposable towelettes;
  - b. Drinking containers, cups, or glasses;
  - c. Personal care items such as toothbrushes and hair brushes; and
  - d. Towels and washcloths.
6. The licensee must ensure storage that is:
  - a. Clean and adequate for all personal items of staff;

- b. Clean and adequate for all personal items of children;
  - c. Covered and waterproof for soiled or wet clothing; and
  - d. For staff and children's storage, areas separate from where food and medication are kept.
7. Deep freezers that cannot be opened from the inside must be locked or stored in a locked room.

**391 NAC 3-006.32 Environmental Safety:** The licensee is responsible for maintaining a safe and hazard-free environment to protect the health and safety of children in care.

**391 NAC 3-007.01 Activity Space:** The center must have space for children's activities, napping, and free play. The activity space must:

1. Have furnishings to accommodate all activities and age-appropriate needs of all children in care;
2. Be available for all children; and
3. Have at least 35 square feet of activity space per child. Bathrooms, kitchen, isolation room, office, passageways, storage, or space occupied by cribs, cots, or built-in cabinets must not be considered when computing activity space.

Based on the facts presented above and the regulations violated, the department is placing your operating license on Corrective Action Status for a period of six (6) months.

Corrective action status is voluntary and the decision regarding the 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.

Your written plan of correction must:

1. Identify the issue(s) of concern
2. Provisions for how you will correct and maintain compliance;
3. Specify the written documentation to be provided to the Department;
4. Identify who is responsible (include position titles) for corrections and maintenance of compliance; and
5. Timelines.

Please submit your written Plan of Correction to Lori Pflanz, Child Care Inspection Specialist, Nebraska Department of Health and Human Services, Office of Children's Services Licensing, P.O. Box 94986, Lincoln, NE 68509 **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 questions regarding this letter, please contact Lori Pflanz, Child Care Inspection Specialist at 402-471-9102 or Kathee Sanchez, Child Care Licensing Supervisor at 402-471-9193

Sincerely,

  
Kathee Sanchez, Child Care Licensing Supervisor  
Children's Services Licensing  
P.O. Box 94986  
Lincoln, NE 68509

Cc: Lori Pflanz, Child Care Inspection Specialist  
Teresa Neal, Child Care Inspection Specialist  
Rita Krusemark, Program Specialist