<table>
<thead>
<tr>
<th>Facility Name and Physical Address</th>
<th>License #/Licensee</th>
<th>Time of Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY OF NEBRASKA-LINCOLN</td>
<td>CCC9136 UNIVERSITY OF NEBRASKA-LINCOLN</td>
<td>7:30</td>
</tr>
<tr>
<td>CHILDREN'S CENTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2225 W Street</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Lincoln NE 68588-0850</td>
<td>402-472-2009</td>
<td></td>
</tr>
<tr>
<td>Child Care Inspection Specialist/Telephone Number</td>
<td>Purpose of Visit</td>
<td>Type of Facility</td>
</tr>
<tr>
<td>Teresa Neal - 402-471-6730</td>
<td>Unannounced Semiannual</td>
<td>Child Care Center</td>
</tr>
</tbody>
</table>

**STANDARDS VIOLATED**

**NARRATIVE:** Narrative must include observation, discussion, action needed and date corrections are to be made by.

No non compliance noted at inspection.

**PROVIDER COMMENTS**

A Provider may submit written comments to be attached to this form.
# REGULATIONS COMPLIANCE REVIEW

## CHILD CARE CENTER LICENSING COVER SHEET

Nebraska Department of Health and Human Services

**Regulation and Licensure**

<table>
<thead>
<tr>
<th>Name of Center</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of NE-Lincoln</td>
<td>[Address]</td>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>Zip Code</th>
<th>Telephone Number</th>
</tr>
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<tbody>
<tr>
<td>Lincoln</td>
<td>[County]</td>
<td>[Zip Code]</td>
<td>( )</td>
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</table>

<table>
<thead>
<tr>
<th>Director</th>
<th>Licensee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaci Flegel</td>
<td>LineColor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Application Received</th>
<th>Date Licensing Fee Received</th>
<th>Date Fire Inspection Fee Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Date]</td>
<td>[Date]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date and Time of Initial Visit</th>
<th>Dates and Times of Follow-up Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Date] 10:30</td>
<td>[Dates and Times]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Fire Approval</th>
<th>Date of Sanitation Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Date]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

**License Capacity**

(Determined by staffing, equipment, furnishings, available space, and number authorized by State Fire Marshal)

Minimum Age: [Age]  Maximum Age: [Age]

**Effective Dates**

**Alternative Compliance Requested**

- Yes
- No

**Compliance Review Report Issued**

- Yes
- No

**Type of Evaluation**

a. [ ] Provisional
b. [ ] Operating
c. [ ] Annual Visit
d. [ ] Semi-Annual
e. [ ] Amendment (List)

Child Abuse and Neglect Central Registry Check

- Yes
- No

Adult Protective Services Central Registry Check

- Yes
- No

Copy of Standards Available

- Yes
- No

**Licensee's/Director's Statement:**

Provisional and Operating Licensure: Each of the regulations on this checklist was reviewed with me.

I certify that all information I provided to the Department of Health and Human Services Regulation and Licensure is, to the best of my knowledge, true and correct.

**Date:** [Date]  
**Director/Licensee:** [Name]

**Date:** [Date]  
**Child Care Resource Specialist:** [Name]

**Evaluation Complete:**

**Date:** [Date]  
**Child Care Resource Specialist:** [Name]

**Distribution:** WHITE - Child Care Resource Specialist; CANARY - Director/Licensee

CRED-0934 Page 1 Rev. 4/98 (51003)  
(Previous version DSS-0934 3/97 should NOT be used)
COMPLIANCE WITH THE FOLLOWING REGULATIONS MUST BE DETERMINED BY REVIEWING WRITTEN RECORDS:

**Administration:**

1. The initial and/or annual licensing fee has been paid ..............................................

2. A "Children's Record" (Form DSS-0363), or a form containing the same information is complete and available for review upon request for each child within 30 days of the child's date of enrollment ..........................................................

3. Immunization records are available for review upon request for all enrolled children ..........................................................

4. The center complies with all Nebraska Department of Health and Human Services requirements regarding the immunization status of all enrolled children ..........................................................

**Staffing:**

5. Staff records, including the following are available for all staff:
   
a. The name, address, and telephone number of each staff member .........

   b. A Health Information Report (Form DSS-0915) or a report containing the same information for all persons having contact with the children and/or food service ..........................................................

   c. A statement from the Director certifying s/he has verified staff qualifications.

   d. Dates of employment and separation ..........................................................

   e. A signed and dated statement from each staff person, including volunteers, substitutes, and the director, providing information concerning any felony and/or misdemeanor arrests and convictions and any pending criminal charges.

6. There is written verification of the Director meeting staff qualifications (i.e., copy of transcript, letter of verification, grade reports, reference letters, certificates) ..........................................................

7. Volunteers or substitutes who work over 15 hours per week and are counted in the staff-child ratio meet the staff requirements for the position s/he is assuming ..........................................................

8. Within 30 days of hiring and annually thereafter, a Health Information Report (DSS-0915), current within six months of application or hiring, or a report containing the same information is available for all staff members ..........................................................

9. The licensee shall list all staff, including volunteers and substitutes, on each application filed with the Department ..........................................................
Director Qualifications:

11. The director is the age of majority

12. Center Licensed for More Than 22 Children: ☐ Yes ☐ No
   Director must meet one of the following requirements

   Option: ____________

   a. High School Diploma or General Education Diploma and two years experience in organized group activities for young children as indicated by a positive reference.

   b. Six credit hours or 36 clock hours of Department approved in-service in the areas of child development, early childhood education, or child care administration; business courses not to exceed 50% of the total may count.

   c. Have a Child Development Associate Credential.

   d. Have an Associate Degree in child development, early childhood education, or child care administration.

   e. BA and at least six credit hours in child development or early childhood education.

   f. BA in child development or early childhood education.

Center Licensed for Fewer Than 22 Children: ☐ Yes ☐ No
   Director must:

   a. Meet one of the options A-F above for Centers licensed for more than 22 children:

      Option: ____________

   or:

   b. Have a written Department approved plan to acquire at least six credit hours or 36 clock hours of Department approved in-service in the areas of child development, early childhood education, or child care administration in a period not to exceed 12 months; business courses not to exceed 50% of the total may count.

13. The director has provided the licensee with at least two non-relative references before hiring. One of the references is from a previous child care employer, if applicable. A written record is available for review

   ☐ ☐ ☐
14. Teachers/Assistant Teachers:
   
a. Teachers/assistant teachers are the age of majority

b. Options:
   1. Written Department approved plan to acquire at least three credit hours or 15 clock hours of Department approved in-service in a period not to exceed 12 months.
   2. One year's experience in organized group activities for young children as indicated by a positive reference.
   3. Child Development Associate Credential.
   4. BA or Associate Degree in fields related to care/education of young children 0-12 years.

15. At least 2 non-relative references are available for each teacher and assistant teacher within 30 days of hiring. One of the references is from a previous child care employer, if applicable ..................................................

A written record is retained for review ..........................................................

16. Support staff is at least 16 years of age ..................................................

Prior to Hire:

17. Candidates being considered for employment as a director, teacher, assistant teacher, and all support staff have been checked against the Nebraska Central Registry of Child Abuse and Neglect and the Nebraska Adult Protective Services Registry before being hired ..................................................

18. Candidates being considered for employment as a director, teacher, assistant teacher, and/or support staff have submitted a signed Felony/Misdemeanor Statement. Additional information from the appropriate law enforcement agency has been requested as needed to comply with regulations ..........

Felony/Misdemeanor Statement

19. The licensee has reported any arrests, misdemeanor tickets other than traffic violations, pending criminal charges, and/or any felony/misdemeanor convictions on themselves, the director and staff which includes teachers/assistant teachers and all support staff.

20. The licensee has submitted a "Felony/Misdemeanor Statement" (DSS-0600), signed and dated by the licensee, director, and staff, which includes teachers, assistant teachers and all support staff, age 19 and older, which includes the following information:

1. Felony and/or misdemeanor arrests related to crimes against children;
2. Misdemeanor tickets, other than minor traffic violations;
3. Felony and/or misdemeanor convictions;
4. Any pending criminal charge(s); and
5. Current parole or probation status.

This statement must include all law enforcement contacts regardless of prosecution.
In-Service:

21. Director's (if acting as a teacher), teacher's and assistant teacher's in-service hours must be in the area of child care or early childhood education and include at least 12 clock hours per year.

22. The staff person responsible for menu planning has obtained at least four clock hours of training in the area of nutrition and food service during the first year of employment. If not the same, this person has trained the cook in food handling and preparation.

23. Volunteers and/or substitutes who work over 15 hours per week and are counted in the staff-child ratio meet the in-service requirements for the position s/he is assuming.

24. Each training hour counted toward the yearly requirement for caregiving staff are specifically related to the care of children.

25. Training hours are of the following types: job orientation, workshops, college credit hours, non-credit course work, adult education courses, and Department approved reading material.

26. Written documentation is available for each in-service hour.

Outdoor Play Area:

27. If the outdoor play area does not directly join the indoor facility, a written route and plan approved by the Department is on file at the center and the Department

Child Health:

28. The following first aid supplies are available but inaccessible to children: fever thermometer, band aids, sterile gauze pads, tweezers, and tape.

29. The staffing chart indicates at least one person with first aid skills, including CPR, is on duty at all times.

30. Written permission and instructions from parents are available for all medications applied or given.

31. A record, giving the time and amount of medication given or applied, is available.

Facility:

32. A written fire evacuation plan and a tornado safety plan are:
   a. Posted in a conspicuous place.
   b. Practiced on a quarterly basis, with dates and times recorded.
   c. At least one drill per year is practiced during naptime.
**Transportation:**

33. Written parent permissions for transportation are on file ........................................

COMPLIANCE WITH THE FOLLOWING REGULATIONS MUST BE DETERMINED BY A VERBAL STATEMENT FROM THE DIRECTOR:

**Administration/Staffing:**

34. The center does not have a policy which restricts the hours parents of enrolled children or agency representatives may visit the center ........................................

35. The licensee and the director shall not knowingly allow any person (neither paid nor volunteer), having been convicted of or admitting to crimes against children, crimes involving the illegal use of a controlled substance, or crimes involving moral turpitude to be on the center premises. Center staff, whether paid or volunteer, shall not engage in or have a history of behaviors injurious to or which may endanger the health or morals of the children in care..............

36. Any person having responsibility for children has read and is familiar with the Child Care Center Standards (DSS-PB-365)..........................................................

37. Staff-child ratio is met at all times ..................................................................................

38. At least two staff persons are on the premises at all times. ........................................

or

When the number of children in care is eight or fewer (excluding infants), one staff person is present and another staff person is on call and immediately available. (If infants are included, the staff-child ratio must be met.)..............

39. Center staff or any person designated by the licensee as having responsibility for children provides adequate and appropriate supervision at all times children are in care ........................................

**Meals and Snacks:**

40. The center serves regular meals, mid-morning snacks or breakfast, and mid-afternoon snacks which meet U.S. Department of Agriculture nutritional standards ........................................

41. The center serves any child present when a meal or snack is being served.

42. A snack or lunch is served to school-age children when they arrive at the facility after school ..........................................................

**Discipline:**

43. The center shall ensure that no child is left alone, pinched, punched, shaken, struck with any object, bitten, or spanked by staff..........................................................

**Transportation:**

44. The number of children transported does not exceed the seating capacity as indicated by the vehicle manufacturer ..........................................................

---

**Notes and Observations**

If Not Applicable, Explain

- No Transportation
- City Bus

---

**Additional Notes:**

- Love and Logic
45. All doors on the vehicle are locked when the vehicle is in motion

Swimming and Wading:

46. The center takes the children only to pools that are licensed by the Department of Health and Human Services Regulation and Licensure

47. If a swimming pool with a depth of water over four feet is used by the children, a person who has satisfactorily completed a senior course in lifesaving is on duty when the children are using the pool

COMPLIANCE WITH THE FOLLOWING REGULATIONS MUST BE DETERMINED BY OBSERVATION:

48. The current license is prominently posted

Staffing:

49. Only those staff persons directly involved with the immediate care of children are counted in the staff-child ratio

50. Each room where children are receiving care includes a teacher or assistant teacher

51. During naptime, at least one person is in the room where children are napping, and the staff-child ratio is maintained on the center premises

52. All staff on duty are aware and alert to the needs of children during napping/sleeping times

53. Staff-child ratio

<table>
<thead>
<tr>
<th>Age Range of Children</th>
<th>Required Ratio</th>
<th>Number of Children Present</th>
<th>Computation</th>
<th>Number of Staff Required</th>
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</thead>
<tbody>
<tr>
<td>6 wks. to 18 mos</td>
<td>1:4</td>
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<tr>
<td>18 mos. to 3 yrs</td>
<td>1:6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 yrs</td>
<td>1:10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 yrs. and 5 yrs</td>
<td>1:12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten &amp; up</td>
<td>1:15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Staff Required

54. The number of children at the center does not exceed the number for which the license was issued

55. A written daily schedule for each age group in care, which provides for the following, is posted:

Physical care routines: regular snacks and meal times, nap or rest periods, and toileting and washing

Activities including: outdoor play, weather permitting, individual and group play, and active and quiet play
**Discipline:**

56. Children are not observed being punished by denial of food, by forced napping, nor because of a toilet training accident, or with subjection to derogatory remarks about themselves or their families, abusive or profane language, yelling or screaming, or threats of physical punishment.

**Materials and Equipment:**

57. Enough age-appropriate play materials are available, so that at any one time, each child enrolled can be individually involved.

58. Play materials, equipment, and furnishings are clean, in good repair, have no sharp edges, nor rusty or loose parts. If available to infants and toddlers, play materials, equipment and furnishings must not be easily breakable nor have small parts.

59. Furniture and equipment are arranged so as not to interfere with exits.

**Outdoor Play Area:**

60. Stationary play equipment is located away from traffic areas and securely anchored, unless designed to be portable.

61. Swing seats are made of a pliable material, not hard plastic, wood, nor metal.

62. The areas under climbing equipment, swings, slides, and other equipment from which children might fall are of a resilient material.

**Infant Care:**

63. There is evidence of staff holding, talking to, and playing with infants.

64. There is evidence of infants playing or being cared for outside of their cribs (both morning and afternoon).

65. Each crib contains at least one infant toy.

66. Cries of infants are investigated immediately.

67. There is written evidence of assignment of infants to the same caregivers on a daily basis.

68. A written statement signed and dated by the parent, giving formula and feeding schedule, is available for each infant.

69.Formula brought from home is labeled with the child’s name and refrigerated.

70. Center provided formula is commercially prepared.

71. Infants up to six months of age are held while being bottle fed.
72. There is no evidence of bottle propping .........................................................

73. There is no evidence of infants sleeping with bottles .................................

74. Highchairs with safety straps are available for infants who are capable of feeding themselves but cannot sit in child-size chairs at child-size tables ...

75. Infant dishes and nursing bottles are unbreakable ........................................

76. Individual washcloths, towels, or disposable towelettes are available to cleanse infants during diapering .................................................................

77. Disposable sheeting, diaper pads, or a sanitizing agent are available to clean diaper changing surfaces .................................................................

78. Staff are observed washing their hands with soap and water after changing a diaper .................................................................

79. Rooms where infants are receiving care are limited to the care of no more than 12 children at any one time. If five or more infants are receiving care in a room, at least two staff persons are in the room ........................................

80. Bumper pads are provided for each crib where a child under six months sleeps.

81. Equipment such as cribs with wheels, buggies, wagons, or laundry carts are available for emergency evacuation of infants, unless additional staff above the ratio are available to carry infants .................................................................

Child Health:

82. The following first aid supplies are available but inaccessible to children: fever thermometer, bandaids, sterile gauze pads, and tape ........................................

83. Medication, either prescription or nonprescription, is:
   a. Stored in the original container according to instructions ........................
   b. Clearly labeled for a named child .............................................................
   c. Returned to the parent or destroyed when no longer needed ....................

84. Staff are not observed smoking in the presence of children, or consuming alcohol or controlled substances on the premises during the hours of operation.

Facility and Sanitation:

85. There is at least 35 square feet of indoor activity space for each child for which the center is licensed. (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.) ........................................

86. A working non-coin operated telephone is available .................................
87. Emergency phone numbers are prominently posted near the telephone: fire, police, hospital, and ambulance (or 911 for those services) and Poison Control.

88. The center has access to the 911 emergency phone number, or a vehicle is immediately accessible for use by staff members for emergency purposes.

Transportation:

89. Age appropriate and individual safety restraints are used for each child transported.

a. Nebraska law requires that all children age three or younger or under 40 pounds must be correctly secured in a federally approved child safety seat

b. All children ages four and above OR children weighing 40 pounds or more must be secured in a safety belt or federally approved child safety seat restraint

Swimming and Wading:

90. The center has a swimming pool on the premises:  □ Yes  □ No

If a swimming pool is on the premises, the center complies with the Nebraska Swimming Pool Act.

91. A swimming or non-portable pool is in use and the following ratios are maintained:

Water Not Over the Child's Head:

<table>
<thead>
<tr>
<th>Age Range of Children</th>
<th>Number of Staff</th>
<th>Number of Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 wks. to 24 mos</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>24 mos. to 3 yrs</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3 yrs. to Kindergarten</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Kindergarten and up</td>
<td>1</td>
<td>8</td>
</tr>
</tbody>
</table>

Water Over the Child's Head:

<table>
<thead>
<tr>
<th>Age Range of Children</th>
<th>Number of Staff</th>
<th>Number of Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 wks. to 24 mos</td>
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</tr>
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<td>24 mos. to 3 yrs</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3 yrs. to Kindergarten</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Kindergarten and up</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>