



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 22, 2023

Jillian Hines
Alden United Methodist Church
9015 Helena Road
Alden, MI 49612

RE: License #: DC050084974
Sprigs N Sprouts
Po Box 130
9015 Helena Road
Alden, MI 49612

Dear Ms. Hines:

This letter is to advise you that the 05/10/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8110(10) Applicant; licensee; licensee designee; requirements.	Toddlers were present in the preschool room which was not approved for that age group.	Ms. Hines submitted a written modification to request mixed ages of children in the preschool room.	04/17/2023

R 400.8112(2)(b) Comprehensive background check; fingerprinting	Consent and Disclosure forms were not on file for 2 staff members. One staff member did not complete Section 2 of the form.	Ms. Hines received completed Consent and Disclosure forms from all staff members which are now on file.	As of 05/03/2023
R 400.8122(5) Lead caregiver; qualifications; responsibilities.	Child care staff member Ms. Julie Ferguson acts as the infant lead caregiver in the infant room. Ms. Kaitlynn Farrar acts as the toddler lead caregiver. Neither staff member meets the lead caregiver qualifications.	Ms. Hines will submit lead caregiver variance requests for the two staff members.	By 05/09/2023
R 400.8128 Staff; volunteer; tuberculosis.	Two child care staff members worked at the center without having a negative TB test on file.	One staff member completed a TB test and results are on file. The other staff member will have negative TB test results on file before returning to work.	As of 04/11/2023 By October 2023
R 400.8131(3) Professional development requirements.	Two child care staff members did not complete required health and safety trainings as outlined by the rule.	Ms. Hines will ensure that current staff complete health and safety trainings required by the rule. New staff will complete the required trainings before working with children.	By 06/01/2023 and ongoing
R 400.8143(1) Children's records.	Child information cards were incomplete/missing required information.	Ms. Hines will have parents complete missing information on child information cards.	By 04/05/2023
R 400.8143(2) Children's records.	One child' information card was not updated when information about his/her allergies changed.	Ms. Hines had parents updated their child information card with new allergy information.	04/05/2023
R 400.8143(3) Children's records.	Two enrolled/attending children did not have documentations of their immunization, or a waiver on file at the center.	Ms. Hines notified parents and received immunization documentation for children missing it.	As of 05/01/2023
R 400.8143(6) Children's records.	Two children did not have a record of a physical evaluation on file within 30 days of initial enrollment.	Ms. Hines received copies of children's health appraisals for the children missing that documentation.	As of 05/01/2023

R 400.8161(1) Emergency procedures.	Emergency plans were not developed or implemented for each type of emergency.	Ms. Hines revised emergency plans for each type if emergency outlined in subrule 1.	05/03/2023
R 400.8161(2) Emergency procedures.	Emergency procedures did not include all emergency plan components as outlined by the rule.	Ms. Hines revised emergency plans to include all required components listed in subrule 2.	05/03/2023
R 400.8161(3) Emergency procedures.	No emergency plans were posted in a place visible to staff and parents.	Ms. Hines posted the emergency plans as required in a place visible to staff and parents.	05/03/2023
R 400.8164(3) Telephone service.	Ms. Hines did not post emergency phone numbers including fire, police, poison control, and the facility's address and 2 main cross streets in a place visible to staff and parents.	Ms. Hines posted emergency phone numbers for fire, police, poison control, and the facility's address and 2 main cross streets in a place visible to staff and parents.	04/14/2023
R 400.8173(4) Equipment.	Small items that present choking hazards such a pom-poms and water jelly beads were accessible to toddlers in the preschool room.	Ms. Hines removed hazards/ choking items from the preschool room used by mixed ages of children including toddlers.	As of 04/07/2023
R 400.8315(1) Food and equipment storage.	The refrigerators in the preschool and toddler rooms did not have thermometers.	Ms. Hines ordered new thermometers and placed them in each refrigerator.	As of 04/10/2023
R 400.8335(8)(a) Food services and nutrition; provided by center.	An open gallon of milk in the preschool refrigerator was not labeled with the date of opening.	Ms. Hines labeled the milk Ms. Hines and staff members will label all open milk with the date.	As of 04/07/2023 and ongoing
R 400.8385 Poisonous or toxic materials.	Ms. Hines did not ensure that containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored out of reach of children. An open bag of Morton Safe-T-Salt was accessible to children in the entryway of the center.	Ms. Hines move the salt to an area inaccessible to children.	04/07/2023

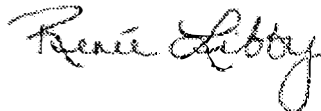
R 400.8113(3) Program director qualifications; responsibilities.	Program director Ms. Hines is not able to assure for the general management of the center. Ms. Hines acts as the lead caregiver in the preschool classroom. She is unable to perform the program director duties listed above due to her presence in the classroom.	Ms. Hines has blocked off time in the afternoons to do office work and will stay after hours, or work from home, to perform her program director duties as required by the rule.	As of 04/07/2023 and ongoing
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (231) 922-5309.

Sincerely,



Renee Libby, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30837
 Lansing, MI 48909
 (231) 357-3087