



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

April 7, 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 a follow-up to the on-site inspection conducted at your center on 03/28/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

R 400.8110 Applicant; licensee; licensee designee; requirements.

(10) Written approval from the department must be obtained before making any changes in the terms of the license, including but not limited to, adding use space, changing age groups served, changing program components, changing the capacity of the center, or making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.

Licensee designee and program director Ms. Hines written approval from the department was obtained before changing the capacity of a room. The preschool room is licensed for 15 preschool age children based on 35 square feet per child. During the inspection, there were 6 children present in the preschool room, two of whom were under two years of age. The preschool room is not approved for toddler use.

R 400.8112 Comprehensive background check; fingerprinting

- (2) An applicant or licensee shall do all of the following:
- (b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

Licensee designee and program director Ms. Hines did not maintain a copy of each child care staff member's Consent and Disclosure form. The following child care staff members did not have a completed Consent and Disclosure form on file: Ms. Katie Waggoner, and Mr. Scott Waggoner. Part Two was missing from Ms. Cady's form.

**REPEAT VIOLATION ESTABLISHED
Interim Inspection Report Dated 12/20/2022
Corrective Action Plan Dated 12/29/2022**

R 400.8122 Lead caregiver; qualifications; responsibilities.

- (5) Lead caregivers shall meet 1 of the following qualifications shown in Table 3:

	Education	Coursework in Early Childhood Education, Child Development, or a Child-Related Field	Hours of Experience
(a)	Bachelor's degree or higher in early childhood education, child development, or a child related field		
(b)	Montessori credential with →		480 hours
(c)	Associate's degree or higher in early childhood education or child development		
(d)	Valid child development associate credential with →		480 hours
(e)	High school diploma or GED with →	12 semester hours and	960 hours
(f)	High school diploma or GED with →	12 semester hours, 18 CEUs, or a combination to equal 180 clock hours with	1,920 hours
(g)	High school diploma or GED with →	6 semester hours, 9 CEUs, or a combination to equal 90 clock hours with →	3,840 hours

Licensee designee and program director Ms. Hines did not ensure that lead caregivers met one of the qualifications listed in Table 3. 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 stated that she completed the variance request paperwork for Ms. Ferguson and Ms. Farrar. She did not gather all required information or submit the variance request to child care licensing as required.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

Licensee designee and program director Ms. Hines did not have pre-employment verification on file that each child care staff member was free from communicable TB, verified within 1 year before employment. Child care staff members Ms. Beach and Ms. Courtney Allen did not have evidence of a negative TB test on file at the center. Ms. Hines stated that she did not have these two new staff members undergo TB testing prior to employment.

**REPEAT VIOLATION ESTABLISHED
Interim Inspection Report Dated 12/20/2022
Corrective Action Plan Dated 12/29/2022**

**LSR Dated 10/21/2021
Corrective Action Plan Dated 10/25/2021**

R 400.8131 Professional development requirements.

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Licensee designee and program director Ms. Hines did not ensure that before caring for children, all child care staff members completed training on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. Child care staff member Ms. Beach began working with children on 02/14/2023. She completed training on prevention of shaken baby syndrome, abusive head trauma, and recognition and reporting of child abuse and neglect on 02/15/2023. She did not complete Health and Safety Course 2 with training on child maltreatment until 02/28/2023. Child care staff member Ms. Allen did not complete training on child maltreatment.

R 400.8143 Children's records.

(1) At the time of the child's initial attendance, the center shall obtain a child information card, using a form provided by the department or a comparable substitute, completed and signed by

the parent, and the center shall keep it on file and accessible in the center.

Ms. Hines did not obtain completed child information cards at the time of each child's initial attendance. Of the 14 child information cards reviewed, the following information was incomplete/missing: date of admission (11), parent work information (1), parent work phone number (5), physician name (1), physician phone number (3).

REPEAT VIOLATION ESTABLISHED
Interim Inspection Report Dated 12/20/2022
Corrective Action Plan Dated 12/29/2022

LSR Dated 10/21/2021
Corrective Action Plan Dated 10/25/2021

LSR Dated 10/30/2019
Corrective Action Plan Dated 10/07/2019

R 400.8143 Children's records.

(2) Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.

Licensee designee and program director Ms. Hines did not ensure that child information cards were reviewed and updated by parents at least annually and when the center became aware of information changing. One child's information card was not updated annually and one other child with a newly diagnosed egg allergy had "none" written in the allergies section.

REPEAT VIOLATION ESTABLISHED
Interim Inspection Report Dated 12/20/2022
Corrective Action Plan Dated 12/29/2022

LSR Dated 10/21/2021
Corrective Action Plan Dated 10/25/2021

R 400.8143 Children's records.

(3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:
(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).

(b) A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

Licensee designee and program director Ms. Hines did not obtain a certificate of immunization or the appropriate waiver on file at the time of each child's initial attendance. Two enrolled/attending children did not have documentations of their immunization, or a waiver on file at the center.

REPEAT VIOLATION ESTABLISHED
LSR Dated 10/21/2021
Corrective Action Plan Dated 10/25/2021

R 400.8143 Children's records.

- (6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:
- (a) For an infant, within the preceding 3 months.
 - (b) For toddlers, within the preceding 6 months.
 - (c) For preschoolers, within the preceding 12 months.

Licensee designee and program director Ms. Hines did not ensure that a record of a physical evaluation was obtained within 30 days of each child's initial enrollment noting restrictions and signed by a physician or the physician's designee. One child of a staff member who started on 02/14/2023 did not have record of physical evaluation on file. Another enrolled child did not have any physical evaluation forms on file at the time of the inspection.

R 400.8161 Emergency procedures.

- (1) Written procedures for the care of children and staff for each of the following emergencies shall be developed and implemented:
- (a) Fire.
 - (b) Tornado.
 - (c) Other natural or man-made disasters.
 - (d) Serious accident/illness/injury.
 - (e) Crisis management including, but not limited to, intruders and bomb threats.

Licensee designee and program director Ms. Hines did not develop and implement emergency procedures for the care of children and staff for each of the emergencies outlined in subrules (a) through (e). During the interim inspection, none of the previously developed emergency plans were posted in the center. On 12/09/2022, I

sent Ms. Hines an electronic copy of the emergency plans the previous program director sent me on 06/07/2023. The document included suggested changes. Ms. Hines stated that the plans did not make sense as they were written so she was in the process of writing new plans with the help of the church pastor. New emergency plans were not developed or implemented in compliance with the rule.

R 400.8161 Emergency procedures.

- (2) The written procedures must include all of the following:
 - (a) A plan for evacuation.
 - (b) A plan for safely moving children to a relocation site.
 - (c) A plan for shelter-in-place.
 - (d) A plan for lockdown.
 - (e) A plan for contacting parents and reuniting families.
 - (f) A plan for how each child with special needs will be accommodated during each type of emergency.
 - (g) A plan for how infants and toddlers will be accommodated during each type of emergency.
 - (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

Emergency procedures did not include information on subrules (a) through (h) as outlined above.

R 400.8161 Emergency procedures.

- (3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.

No emergency plans were posted in a place visible to staff and parents.

REPEAT VIOLATION ESTABLISHED
LSR Dated 10/21/2021
Corrective Action Plan Dated 10/25/2021

R 400.8164 Telephone service.

- (3) Emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, must be conspicuously posted in a place visible to staff.

Licensee designee and program director 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. The only emergency phone number posted was for 911.

REPEAT VIOLATION ESTABLISHED
LSR Dated 10/21/2021
Corrective Action Plan Dated 10/25/2021

R 400.8173 Equipment.

- (4) Play equipment, materials, and furniture, must be all of the following:
- (a) Appropriate to the developmental needs and interests of children as required by R 400.8179(2).
 - (b) Safe, clean, and in good repair.
 - (c) Child-sized or appropriately adapted for a child's use.
 - (d) Easily accessible to the children.

Licensee designee and program director Ms. Hines did not ensure that play equipment, materials, and furniture, were appropriate to the developmental needs and interests of children and safe, clean, and in good repair. Small water jelly beads were present in a bin on a table in the preschool classroom and accessible to the toddlers. The American Academy of Pediatrics states on their website that water beads can be dangerous to children. The beads expand in water and if ingested, can continue to grow once inside the body causing blockages and life-threatening damage. They also note that the beads may not be visible on X-rays. The packaging from the beads used in the classroom was discarded however, all of the products similar to the ones being used have warning labels that they should not be used with children under three years of age. The sensory bin in the classroom contained colored rice and small pom-poms that present choking hazards to toddlers.

R 400.8315 Food and equipment storage.

- (1) Each refrigerator must have an accurate working thermometer indicating a temperature of 41 degrees Fahrenheit or below.

The refrigerators in the preschool and toddler rooms did not have thermometers.

R 400.8335 Food services and nutrition; provided by center.

- (8) All of the following apply to milk:
- (a) Containers must be labeled with the date opened.

An open gallon of milk in the preschool refrigerator was not labeled with the date of opening.

R 400.8385 Poisonous or toxic materials.

Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored out of reach of children.

Licensee designee and program director 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. The label states, "Keep out of the reach of children" and advises that it can be harmful to skin and hazardous if ingested.

R 400.8113 Program director qualifications; responsibilities.

(3) All program directors are responsible for the general management of the center, including the following minimum responsibilities:

(a) Developing, implementing, and evaluating program and center policies.

(b) Administering day-to-day operations, including being available to address parent, child, and staff issues.

(c) Monitoring staff, including an annual evaluations.

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 stated that due to staffing shortages, she does not have time to do everything that is needed to ensure proper management of the center in compliance with licensing rules.

Technical Assistance was provided on the following:

- As a reminder, staff members must be fingerprinted and found eligible, or have a "Supervision Only" status in the CCBC system before they work with children in the classroom.
- You must maintain copies of each current and former staff member's Consent and Disclosure form. Previous staff forms must be retained for 2 years after they leave employment.
- R 400.8110(6): The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child

care aide, and volunteer. If a new staff member is working in a classroom, they must have their arrival and departure times documented.

- Staff must document departure and re-arrival times when they leave the premises during breaks regardless of the amount of time they are gone.
- R 400.8143(11) A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
- Abuse/neglect/mandated reporting statements must be signed and dated by all child care staff members at time of hire. This form must be on file and available during inspections.
- R 400.8131(4): Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations. Consider having all new hires complete Health and Safety Course 1 and Course 2 before working in the classroom. Pro Solutions trainings may not meet all of the licensing requirements for required health and safety trainings.
- Fire drills must be practiced quarterly. A fire drill needs to be conducted ASAP.
- R 400.8550 Electrical service. Check behind all shelves in classrooms to ensure there are electrical face plate covers on all outlets. The outlet behind the diaper station in the infant room did not have a face plate cover installed.

Due to the violations, you must send us a corrective action plan by 4/28/2023. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

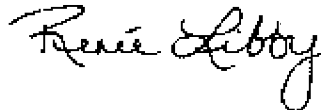
I recommend increased monitoring to include unannounced inspections. Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

You can find a copy of this confirming letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when confirming letters are completed can be found under [Overview of Licensing Reports](#).

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (231) 922-5309.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook, if applicable.

Sincerely,

A handwritten signature in black ink that reads "Renee Libby". The signature is written in a cursive, flowing style.

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