



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 20, 2022

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 Department's findings regarding the interim inspection conducted at your center on 12/02/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the interim inspection, I observed choice/free play time, bodily care routines/diapering, snack, lunch, and rest time. I observed infant/toddler room staff member Ms. Julie Ferguson engaging in nurturing, responsive interactions with children to meet their needs. She read children's cues and responded appropriately. The preschool room was disorganized and chaotic. Many toys and materials, such as small beads, pencils, and books, were strewn about the floor. Preschool room staff members Ms. Jillian Hines and Ms. Ayanna Morgan redirected children repeatedly due to conflicts over toys and personal space. Ms. Hines stated that multiple staff members resigned, including all of the lead caregivers. She was hired as the program director and licensee designee at the end of October and was doing everything she could to keep the center operating while also acting as the lead caregiver in the preschool room.

The violations that were found are:

MCL 722.115n Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.

- (1) Except as otherwise provided in subsection (13),... before a... child care center... allows an individual to become a child care staff member, the department shall do all of the following:
- (a) Review its database of individuals with previous disciplinary action within a child care center, group child care home, or family child care home or an adult foster care facility.
 - (b) Conduct a search of the individual through the national sex offender registry.
 - (c) Request a search of the individual through all state criminal registries or repositories for any states of residence in the past 5 years.
 - (d) Request that the department of state police perform a criminal history check on the individual, child care staff member, or adult member of the household.

Program director and licensee designee Ms. Jillian Hines did not ensure that, prior to working with children, each child care staff member underwent a comprehensive background check through department's Child Care Background Check System (CCBC) as outlined in (a) – (d) above. Ms. Julie Ferguson was not fingerprinted and cleared by the department prior to acting as a child care staff member. Ms. Ferguson and Ms. Hines reported that two or three attempts were made to complete the fingerprinting process, but the appointments were cancelled by Ident-a-go.

REPEAT VIOLATION ESTABLISHED
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 400.8110 Applicant; licensee; licensee designee; requirements.

- (3) All of the following must be in a place, accessible, and visible to parents:
- (c) A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.

Ms. Hines did not ensure that a notice was posted in a place accessible and visible to parent stating that the center requires a comprehensive background check on its employees and unsupervised volunteers. There was no comprehensive background check notice posted in the center.

R 400.8110 Applicant; licensee; licensee designee; requirements.

(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.

Ms. Hines did not maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer. None of the child care staff members were documenting daily arrival and departure times at the center.

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.

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. Hines, Ms. Katie Waggoner, and Mr. Scott Waggoner. Section 2 of Ms. Kaitlynn Farrar's Consent and Disclosure form was blank. None of the Consent and Disclosure forms had a completed cover page with the name of the licensee, facility name, facility license number, and staff name.

R 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:
(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

Ms. Hines did not immediately disconnect each individual from the CCBC system when they were no longer associated with the license. Three former child care staff members and the previous PD/LD were not disconnected from the CCBC system.

R 400.8112 Comprehensive background check; fingerprinting.

(5) An individual who requires a comprehensive background check under section 5n of the act, MCL 722.115n, shall submit to the department, on a form prescribed by the department, all personally identifiable information necessary to conduct the comprehensive background check, including all of the following:
(a) Full legal name.

- (b) All other names used in the past, including any maiden name or alias, the approximate date the other name was used, and the reason for the name change.
- (c) Suffix, if applicable.
- (d) Social Security number.
- (e) Date of birth.
- (f) Place of birth.
- (g) Country of citizenship.
- (h) Height.
- (i) Weight.
- (j) Hair color.
- (k) Eye color.
- (l) Gender.
- (m) Race.
- (n) Current address.
- (o) If the individual resided outside this state during the last 5 years, then provide each of those addresses.
- (p) Driver's license identification number and state issuing the license or a state identification number and state issuing it, if available.
- (q) Phone number.
- (r) Email address, if available.
- (s) Any other information deemed reasonably necessary by the department to determine the eligibility of the individual based on a name-based registry match.

Ms. Hines did not ensure that each child care staff member submitted to the department, on a form prescribed by the department, all personally identifiable information necessary to conduct the comprehensive background check. None of the completed Consent and Disclosure forms for child care staff members included all of the personally identifying information outlined above.

R 400.8125 Staff; volunteer; requirements.

- (1) All staff and volunteers shall provide appropriate care and supervision of children at all times.

Ms. Hines did not ensure that all staff provided appropriate care and supervision of children at all times. Upon arrival at the center, Ms. Hines informed me that a 31-month-old child had put a small bead up his nose, which she was able to remove without injury. Upon entering the preschool classroom, I observed at least 20 small beads on the floor. Ms. Hines stated that the beads belonged to an older child and were accidentally spilled. During the preschool room observation, a young preschooler bit another child on the shoulder causing an abrasion/mark through the clothing. Two other children showed me bites they sustained that morning. One bite on a child's hand had broken the skin in several places. The other bite on a child's

arm had abrasions similar to the one on the child's shoulder. Ms. Hines and child care staff member Ms. Morgan reported multiple recent biting incidents due to the chaotic nature of the classroom.

REPEAT VIOLATION ESTABLISHED
Special Investigation Report Dated 03/12/2021
Corrective Action Plan Dated 03/12/2021

Special Investigation Report Dated 01/14/2021
Corrective Action Plan Dated 01/22/2021

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.

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. Ms. Hines was hired in October of 2022. Her TB test was dated 08/24/2020. Child care staff member Ms. Julie Shannon did not complete a TB test prior to employment. Neither Ms. Waggoner, nor Mr. Waggoner had files containing negative TB test results. Ms. Ferguson started working at the center on 10/21/2022. Her TB test was dated 11/01/2022.

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

R 400.8131 Professional development requirements.

(1) The center shall provide an orientation about the center's policies and practices and these administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children.

Ms. Hines did not provide an orientation about the center's policies and practices and the administrative rules for child care centers to all personnel before unsupervised contact with children. Ms. Ferguson and Ms. Shannon were not provided with an orientation as outlined above before unsupervised contact with children.

R 400.8131 Professional development requirements.

(11) Verification of all professional development required by this rule must be kept on file at the center or online at MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.

Ms. Hines did not ensure that verification of professional development was on file at the center or online at MiRegistry as outlined above. Child care staff member Ms. Ferguson, Ms. Waggoner, and Mr. Waggoner completed internal trainings on required health and safety training topics. Verification of these completed trainings were not on file at the center or on MiRegistry.

R 400.8134 Hand washing.

- (2) All staff and volunteers shall wash their hands at all of the following times:
- (c) Before preparing and serving food and feeding children.

Child care staff members did not wash their hands before serving food and feeding children. Ms. Ferguson did not wash her hands before serving/feeding applesauce pouches to two toddlers.

R 400.8134 Hand washing.

- (2) All staff and volunteers shall wash their hands at all of the following times:
- (e) After each diapering.

Ms. Ferguson did not wash her hands after each diapering. She used hand sanitizer after changing a child's diaper but did not wash her hands as required.

R 400.8134 Hand washing.

- (3) Staff and volunteers shall ensure that children wash their hands at all of the following times:
- (a) Before meals, snacks, or food preparation experiences.

Ms. Ferguson did not ensure that children washed their hands before snack. Two toddlers were given applesauce pouches without having their hands washed.

R 400.8134 Hand washing.

- (3) Staff and volunteers shall ensure that children wash their hands at all of the following times:
(b) After toileting or diapering.

Ms. Ferguson did not wash children's hands after diapering. Ms. Ferguson was unaware of the rule that children's hands must be washed after having their diaper changed.

R 400.8134 Hand washing.

- (4) Guidelines for hand washing must be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

PD/LD Ms. Hines did not ensure that guidelines for handwashing were posted in toilet rooms and by all handwashing sinks. Handwashing guideline signs were not posted by any of sinks used by staff and children.

R 400.8137 Diapering; toileting.

- (7) Guidelines for diapering must be posted in diapering areas.

Ms. Hines did not ensure that guidelines for diapering were posted in diapering areas. Diapering guideline signs were not posted in any of the diapering areas.

REPEAT VIOLATION ESTABLISHED
LSR Dated 10/30/2019
Corrective Action Plan Dated 10/07/2019

R 400.8143 Children's records.

- (1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. 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 10 child information cards reviewed, the following information was incomplete/missing: date of admission (1), allergy/special needs/special instructions (3), parent work and/or work phone numbers (4), physician phone number (1).

REPEAT VIOLATION ESTABLISHED

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.

Ms. Hines did not ensure that child information cards were reviewed and updated by parents at least annually. Of the 10 child information cards reviewed, 5 were not reviewed by parents and updated annually in 2022.

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

R 400.8143 **Children's records.**

(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.

Ms. Hines did not maintain an accurate record of daily attendance at the center that included each child's arrival and departure time. Parents use Brightwheel to sign children in to the center. Ms. Hines did not check to make sure all children in attendance were accurately signed in and out.

R 400.8152 **Medication; administrative procedures.**

(6) A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.

Ms. Hines did not ensure that child care staff members gave nonprescription medication according to the directions on the container. One child under age two was given children's Tylenol. Label directions state that a physician must be

consulted for dosage amounts when giving the medication to children under age two. No physician note was obtained prior to the medication being administered.

R 400.8152 Medication; administrative procedures.

(9) A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.

Ms. Hines did not maintain a record as to the time and amount of medication given to a child on a form prescribed by the department or a comparable substitute that included the signature of the staff member administering the medication. One child was given children's Tylenol without the child care staff member documenting the time, amount, or their signature on the department's form as required.

R 400.8152 Medication; administrative procedures.

(8) Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.

Ms. Hines did not ensure that annual written parental authorization was obtained for the administration of topical nonprescription medication. Of the 10 child files reviewed, 5 were missing annual topical nonprescription medication permission.

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

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.

Ms. Hines did not ensure that emergency plans as outlined in (1)(a) to (d) were posted in a place visible to staff and parents. None of the required emergency plans previously posted in the center were present at the time of the inspection. Ms. Hines stated that she did not know what happened to the emergency plan postings.

R 400.8161 Emergency procedures.

(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

PD/LD Ms. Hines did not ensure that fire drills were conducted quarterly. Only one fire drill was conducted/documented in 2022.

R 400.8161 Emergency procedures.

(6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.

Ms. Hines did not ensure that at least 2 tornado drills were conducted between the months of March through November. No tornado drills were conducted/ documented in 2022.

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.

Ms. Hines did not ensure that emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, were conspicuously posted in a place visible to staff. Emergency phone numbers as outlined above were not posted in a place visible to all staff.

R 400.8173 Equipment.

(2) The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.

PD/LD Ms. Hines did not ensure that the current list of unsafe children's products provided by the department was conspicuously posted in the center. No recall list was posted in the center.

R 400.8176 Sleeping equipment.

(11) A crib or porta-crib must have a firm, tight-fitting waterproof mattress.

PD/LD Ms. Hines did not ensure that porta-crib mattresses had a tight-fitting waterproof mattress. Porta-crib mattresses had an absorbent terrycloth covering.

R 400.8176 Sleeping equipment.

(12) A tightly fitted bottom sheet must cover the crib or porta-crib mattress with no additional padding placed between the sheet and mattress.

PD/LD Ms. Hines did not ensure that there was no additional padding placed between the sheet and the porta-crib mattress. Porta-cribs had two mattresses stacked together beneath the fitted sheet. One mattress was thin and made by the crib manufacturer, Million Dollar Baby Co. The other mattress was manufactured by Body Fit Bedding Co. The manufacturer's warning label on the Million Dollar Baby mattress stated, "NEVER stack with another mattress. Use only ONE mattress."

R 400.8182(7) Ratio and group size requirements.

(7) If there are children of mixed ages in the same room or well-defined space, then the ratio and group size is determined by the age of the youngest child, unless each group of children is clearly separated and the appropriate child care staff member-to-child ratios and group sizes, if applicable, for each age group are maintained.

PD/LD Ms. Hines did not ensure that when children of mixed ages were present in the same room, the ratio and group size was determined by the youngest child in the group. On the morning of 12/02/2022, there were 8 children present in the preschool room with 1 child care staff member. Ms. Hines stated that all of the children were over 30 months of age. A review of children's records showed that one of the children in attendance was 27 months old which required a 1 to 4 staff member to child ratio. Ms. Hines stated that she did not realize the child was under 30 months of age.

REPEAT VIOLATION ESTABLISHED
Special Investigation Report Dated 03/12/2021
Corrective Action Plan Dated 03/12/2021

R 400.8185 Primary care.

(2) The center shall implement a primary care system so that each infant and toddler has a primary caregiver.

PD/LD Ms. Hines did not implement a primary care system so that each infant and toddler has a primary caregiver. A primary care system has not been established for infants and toddlers in care.

R 400.8350 Toilets; hand washing sinks.

(4) Hand washing sinks for children must be accessible to children by platform or installed at children's level.

PD/LD Ms. Hines did not ensure that handwashing sinks for children were accessible to them by a platform or installed at child-level. The adult-height sinks in the classrooms did not have platforms or step stools allowing children to access them independently.

I provided Technical Assistance and Consultation on the following:

- **R 400.8173(4) – Play equipment, materials, and furniture must be developmentally appropriate and safe.**
 - If younger children will be mixed in with older children in the preschool room, items that could present choking hazards such as glue sticks with small caps with a warning label stating they should not be used by children under age three should be made inaccessible.
 - The bench used for seating in the preschool room may not be developmentally appropriate for younger children. Seats with backs are recommended to ensure children do not fall backwards.
- **R 400.8131(7) – CPR % First Aid Training - 50% of staff must have valid CPR and First Aid Certification within 90 days of hire. The other 50% may have CPR and First Aid training within 90 days of hire.**
- **R 400.8182(1) – Ratio & group size requirements –**
 - At least 2 adults, 1 of whom is a child care staff member, shall be present at all times when at least 3 children between ages birth and 3 years are present. A second child care staff member is required when needed to comply with subrule (3) of the rule.
- **R 400.8550 – Electrical service must be maintained in a safe condition. An outlet cover/plate is needed on the electrical outlet box in the lower-level hallway.**

- **R 400.8325(1)** – Multipurpose tables must be washed, rinsed, and sanitized before and after they are used for meals and snacks.
- **R 400.8179(6)** – A typical daily routine for each classroom must be posted in a place visible to parents.
- All staff member files must be accessible at the center.
- Abuse/neglect, mandated reporting statements signed by staff must include the signature date.
- **R 400.8143(7)** Physicals must be updated annually for infants and toddlers and every two years for preschoolers. Check all physical forms to ensure the exam date is listed on the front, bottom right corner of the form.
- **R 400.8143(4)** – Children under school age who do not have up-to-date immunizations at the time of enrollment must have an updated certificate of immunization on file showing completion of all required immunizations after they have been in attendance four months.

Due to the violations, you must send us a corrective action plan by 12/31/2022. 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.

Due to the infant safe sleep violation(s), all of your infant caregivers must take training on infant safe sleep. This must be included in your corrective action plan. In addition, a follow up inspection may be made to check compliance with the infant safe sleep rules.

I recommend issuance of a 1st provisional license. If you accept the provisional license, you must sign and return the enclosed waiver form. If you do not accept the provisional license, you must notify this office in writing and an administrative hearing will be scheduled. Even if you don't accept the provisional license, you must still send us an acceptable corrective action plan.

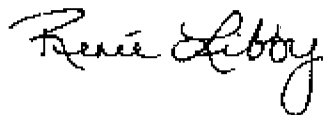
During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection 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.

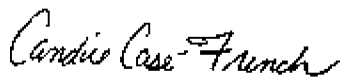
Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Renee Libby, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (231) 357-3087

Approved By:



12/20/2022

Candice Case-French
 Area Manager

Date