



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 14, 2023

Molly Vargas  
Charlevoix Childrens House  
08700 Mercer Blvd  
Charlevoix, MI 49720

RE: License #: DC150018032

RE: SI LOG #: **Charlevoix Childrens House  
08700 Mercer Boulevard  
Charlevoix, MI 49720**

Dear Ms. Vargas:

This letter is to advise you that the 04/13/2023 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 400.8113(5)	During the inspection, I found that Ms. Vargas appointed Ms. Betsy Schoonover as a substitute program director in January 2023. The department was not aware of this, and Ms. Schoonover does not meet the qualifications of a lead caregiver. Ms. Schoonover only has 3 semester hours related to early childhood and she needs at least 6	The program director will be returning to the center on May 8, 2023. Going forward, the program director will contact Child Care Licensing prior to appointing a substitute program director and the substitute program director will meet the requirements of a lead caregiver.	05/08/2023

	semester hours to qualify under R 400. 8122(5)(g).		
R 400.8125(5)	During the inspection, I found that child care staff member Rosemary Boese did not have an abuse and neglect statement on file.	The program director disconnected Rosemary Baese from the CCBC system, so she is no longer employed at the center. To maintain compliance, the program director will review staff paperwork upon hiring and the program director will review staff files every three months.	03/27/2023
R 400.8131(3) R 400.8131(4) R 400.8131(5)	<p>During the inspection, I found child care staff members Betsy Schoonover, Rosemary Boese, Andrea Wilkins, and unsupervised volunteer Annie Smith had not completed the MiRegistry Health and Safety training course 1 and 2 or equivalent trainings before caring for children.</p> <p>During the inspection, I found child care staff member Betsy Schoonover and unsupervised volunteer Annie Smith had not completed the MiRegistry Health and Safety training course 1 and 2 or equivalent trainings within 90 days of hire.</p>	The program director will have child care staff members Betsy Schoonover and Andrea Wilkins complete the MiRegistry Health and Safety training course 1 and 2 or equivalent trainings within 10 days. Rosemary Baese and Annie Smith have been disconnected from the Child Care Background Check (CCBC) website and are no longer employed at the center. To maintain compliance, the program director will review staff trainings at hire to ensure it has been completed prior to the individual working with children and the program director will review staff trainings three times a year. Staff files will be reviewed in August, December, and June.	03/27/2023
R 400.8152(3) R 400.8152(4)	During the inspection, I observed two Auvi-Q epi-pens not in their original container. During the inspection, I observed two Auvi-Q epi-pens without a pharmacy label.	The program director has requested the original container and the pharmacy labels for the two Auvi-Q epi-pens. To maintain compliance, the program director will review medications with parents prior to accepting them	04/04/2023

		at the center and every three months.	
R 400.8152(6)	During the inspection, I found two five-year-old children taking liquid anti-histamines (Benadryl and Dye Free Wal-dryl) without having written permission from the doctor since both medications stated that children 2 to 5 years old must have authorization from a physician.	The program director will request that the parents submit written authorization from their child's physician for any medications including Benadryl and Dye Free Wal-Dryl. To maintain compliance, the program director will review medications with parents prior to accepting them at the center and every three months. This particular child has currently outgrown her allergy and the medications listed above will be returned to the parents.	04/04/2023
R 400.8161(2)(h)	During the inspection, I found a child with a peanut allergy without an individualized written plan onsite.	The program director will develop an individual plan for a child with any allergy including a peanut allergy identifying how they will be accommodated in each type of emergency. To maintain compliance, the program director will review child information cards and allergies with parents upon enrollment to identify which children need an individual plan. The program director will review child records three times a year to ensure all children with allergies or chronic medical conditions have an individualized plan onsite. This particular child has outgrown her peanut allergy and will no longer need an individual plan for emergencies. She reported that individual plans for allergies will be required at enrollment. This particular child's allergy medication will be returned upon return from spring break.	04/04/2023

R 400.8161(5) R 400.8161(6)	During the inspection, I found that only one tornado drill had been conducted in 2021 and 2022 (10/07/2021 and 10/13/2022).	The program director will plan and write out fire drill and tornado drill dates in a calendar ahead of time. The program director will review fire and tornado drills every three months to ensure a fire drill is completed every three months and a tornado drill is completed twice a year between March and November. The next fire drill will occur on Friday, April 7, 2023 and tornado drill will be held on Friday, April 14, 2023.	04/07/2023
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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,



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