



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 8, 2023

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

RE: License #: DC150018032  
**Charlevoix Childrens House**  
**08700 Mercer Boulevard**  
**Charlevoix, MI 49720**

Dear Ms. Vargas:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 03/07/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, there were 15 children present with two child care staff members. The center was found compliant with ratio and maximum group size requirements. While onsite, I observed free play, story time, and programming. The child care staff members were nurturing toward the children. I observed staff enforcing safety rules with children throughout the inspection. The center uses a curriculum with the children. The children have access to puzzles, blocks, shapes to support early math. To support early science, the center has an animal learning section in the main classroom. Staff reported that the children are learn about the weather and seasons. The outdoor play area is entirely fenced in and located in the back yard. It features climbers, a play house, swings, and various other outdoor play equipment.

The violations that were found are:

**R 400.8113**

**Program director qualifications; responsibilities.**

(5) A substitute program director shall be appointed for a program director who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute program director shall at least meet

the qualifications of lead caregiver. The department shall be notified when a substitute program director is appointed.

Ms. Vargas did not ensure to notify the department when a substitute program director is appointed, and she did not ensure that a substitute program director met the qualifications of a lead caregiver. 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 semester hours to qualify under R 400.8122(5)(g).

**R 400.8125                    Staff; volunteer; requirements.**

(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

(a) The individual is aware that abuse and neglect of children is against the law.

(b) The individual has been informed of the center's policies on child abuse and neglect.

(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Ms. Vargas did not ensure that each staff member had a signed an abuse and neglect statement on file. During the inspection, I found that child care staff member Rosemary Boese did not have an abuse and neglect statement on file.

**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.

Ms. Vargas did not ensure that each child care staff member and unsupervised volunteer who worked directly with children had training on the prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. During the inspection, I found child care staff members Betsy Schoonover, Rosemary Boese, Andrea Wilkins, and unsupervised

volunteer [REDACTED] had not completed the MiRegistry Health and Safety training course 1 and 2 or equivalent trainings before caring for children.

**R 400.8131 Professional development requirements.**

(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.

Ms. Vargas did not ensure that all child care staff members who work directly with children completed training on the prevention and control of infectious disease training, including immunizations. During the inspection, I found child care staff members Betsy Schoonover, Rosemary Boese, Andrea Wilkins, and unsupervised volunteer [REDACTED] had not completed the MiRegistry Health and Safety training course 1 and 2 or equivalent trainings before having unsupervised contact with children.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

Ms. Vargas did not ensure that all staff and unsupervised volunteers had training on the (a) Administration of medication, (b) Prevention of and response to emergencies due to food and allergic reactions, (c) Building and physical premises safety, (d) Emergency preparedness and response planning, (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants, (f) Precautions in transporting children, if applicable, (g) Child development within 90 days of hire. During the inspection, I found child care staff member Betsy Schoonover and

unsupervised volunteer [REDACTED] had not completed the MiRegistry Health and Safety training course 1 and 2 or equivalent trainings within 90 days of hire.

**R 400.8152 Medication; administrative procedures.**

(3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.

Ms. Vargas did not ensure that all medication was in its original container, stored according to instructions, and clearly labeled for a named child. During the inspection, I observed two Auvi-Q epi-pens not in their original container.

**REPEAT VIOLATION ESTABLISHED**

**LSR DATED: 02/04/2020**

**CORRECTIVE ACTION PLAN DATED: 01/21/2020**

**R 400.8152 Medication; administrative procedures.**

(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

Ms. Vargas did not ensure that all prescription medication had a pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and was given according to those instructions. During the inspection, I observed two Auvi-Q epi-pens without a pharmacy label.

**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. Vargas did not ensure that all child care staff members gave or applied medication according to the directions on the original container. 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.

**R 400.8161            Emergency procedures.**

- (2) The written procedures must include all of the following:  
    (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

Ms. Vargas did not ensure that each child with a chronic medical condition had an individual plan identifying how they would be accommodated in each type of emergency. During the inspection, I found a child with a peanut allergy without an individualized written plan onsite.

**R 400.8161            Emergency procedures.**

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

Ms. Vargas did not ensure that a fire drill was conducted quarterly. During the inspection, I found that a fire drill was conducted on 1/20/2021, 9/28/2021, and 09/30/2021. In 2022, a fire drill was only conducted on 10/05/2022 and 10/18/2022.

**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. Vargas did not ensure that a tornado drill was conducted twice a year between the months of March through November. During the inspection, I found that only one tornado drill had been conducted in 2021 and 2022 (10/07/2021 and 10/13/2022).

**Technical Assistance and Consultation were provided on the following:**

- I provided guidance on supervised volunteers and unsupervised volunteers.
- I provided a staff checklist, individual plans for children with chronic medical conditions, a MiRegistry guide, a copy of a professional developmental staff training plan, and a case file sheets.
- Please ensure that Andrea Wilkins signs part 2 on the consent and disclosure form.

- **R 400.8140(4)- Technical Assistance:** Please add all prohibited methods of discipline to your discipline policy.
- Please ensure that employer phone numbers are listed on all child information cards.
- **R 400.8143(3)- Technical Assistance:** 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.
- **R 400.8161(8)- Technical Assistance:** Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule.
- **R 400.8380(1)- Technical Assistance:** Please ensure all storage bags, garbage bags, and plastic bags are not accessible to children.
- **R 400.8545(3)- Technical Assistance:** Fire extinguishers shall be properly mounted, inspected, and maintained in accordance with NFPA-10. The fire extinguisher shall bear a tag indicating the last date of inspection or service and the initials of the person who performed the inspection or service.

Due to the violations, you must send us a corrective action plan by 3/28/2023. 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.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>

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 517-284-9730.

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

Sincerely,



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