



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 12, 2022

Kimberly Gallagher  
Montessori Children's House, Grand Traverse  
5363 N. Long Lake Road  
Traverse City, MI 49685

RE: License #: DC280247187  
**Montessori Children's House, Grand Traverse**  
**5363 N. Long Lake Road**  
**Traverse City, MI 49685**

Dear Ms. Gallagher:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 09/08/2022. 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 8 classrooms of children including the infant room, 3 YCC (toddler) rooms, and 4 Primary rooms with children ranging in age from 3 to 6 years. I observed infant feeding, infant rest and play time, toddler indoor and outdoor play activities, preschool outdoor play, bodily care routines and handwashing, lunch, and rest time. In each classroom, staff provided responsive, child-focused care and supervision. They guided children through the daily routines in a calm, unhurried manner. Infant staff read children's cues and responded with nurturing care and warm interactions, focusing on each child's individual needs. Toddler staff allowed children time and space to explore their environment and negotiate social interactions with one another, offering assistance and guidance when needed. Primary room staff facilitated a positive classroom community by having older students assist younger ones during daily routines, such as cleaning up after lunch. All of the staff showed respect for children by listening to them and responding in a supportive manner when they expressed their thoughts, feelings, and needs.

The violations that were found are:

**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. Gallagher did not ensure that all child care staff members were trained on prevention of shaken baby syndrome and abusive head trauma before caring for children. Staff complete trainings on trauma and child maltreatment, and recognition and reporting of child abuse and neglect during orientation. Several staff members, including those who worked over the summer, did not complete the trainings on shaken baby syndrome and abusive head trauma before working with children as required. Ms. Gallagher indicated that she misunderstood the licensing rule regarding when staff were required to complete these trainings.

**R 400.8182 Ratio and group size requirements.**

(3) In each room or well-defined space, the maximum group size and ratio of child care staff members to children, including children related to a staff member or the licensee, must be as shown in Table 4:

	<b>Age</b>	<b>Child Care Staff Member to Child Ratio</b>	<b>Maximum Group Size</b>
(c)	Preschoolers, 3 years of age until 4 years of age.	1 to 10	<b>30</b>

Ms. Gallagher did not ensure that the ratio of child care staff members to children, including children related to a staff member or the licensee, was 1 to 10. During lunchtime, there were 2 staff members present with 22 children ages 3 through 6 in one of the Primary classrooms. Ms. Gallagher indicated that the practice has always been for 2 staff to facilitate lunchtime routines while another staff person took their lunch break.

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

- I reviewed the new rules related to maximum group sizes, especially during outdoor play. Plans were made to ensure that maximum group sizes are not exceeded when multiple classrooms use the outdoor play area.
- We discussed parent and physician medication permissions and rule requirements for pharmacy labels on prescription medications, as well as medication expiration dates.
- Staff training requirements including documentation of “in-house” trainings for Health and Safety requirements were discussed. Additional information was sent via email.
- Updating CCBC fingerprinting system connections/disconnections for staff and former staff, including adding roles for licensee designee and program director. Janitors and cooks for the school, and other staff not associated with the licensed child care programs do not require a comprehensive background check through the CCBC. Anyone listed in the CCBC is considered a child care staff member (or designee/program director) and must be listed on staffing plans with all required training completed as outlined in R400.8131.
- The volunteer policy needs to be updated to comply with R400.8125(4). Suggestions for changes to the current policy were provided via email.

Due to the violations, you must send us a corrective action plan by 09/29/2022. 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.

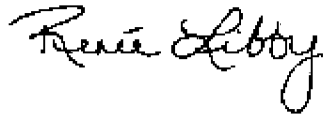
<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,

A handwritten signature in black ink that reads "Renee Libby". The signature is written in a cursive style with a large, looped "L" at the end.

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