



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

November 5, 2021

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:

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

During the renewal inspection on 08/25/2021, I found five violation(s) listed below and explained in the attached report:

R 400.8128	Staff; volunteer; tuberculosis.
R 400.8131(12)	Professional development requirements.
R 400.8131(3)	Professional development requirements.
R 400.8131(4)	Professional development requirements.
R 400.8143(11)	Children's records.

Due to the violations, you must send us a corrective action plan by 11/25/2020. 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.

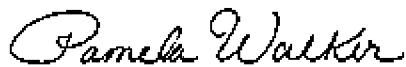
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2020:</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>

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,



Pamela Walker, Licensing Consultant  
 Child Care Licensing Bureau  
 701 S. Elmwood Ave, Suite 11  
 Traverse City, MI 49684  
 (231) 357-5352

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** DC280247187

**Licensee Name:** Montessori Children's House, Grand Traverse

**Licensee Address:** 5363 N. Long Lake Road  
Traverse City, MI 49685

**Licensee Telephone #:** (231) 929-9325

**Licensee/Designee:** Kimberly Gallagher, Designee

**Name of Facility:** Montessori Children's House, Grand Traverse

**Facility Address:** 5363 N. Long Lake Road  
Traverse City, MI 49685

**Facility Telephone #:** (231) 929-9325

**Original Issuance Date:** 06/17/2002

**Capacity:** 232

**Age Range:** Ages Birth Thru 12 years

**Program Components:** TRANSPORTATION  
PRESCHOOL  
SCHOOL AGE  
INFANT/TODDLER  
FOOD SERVICE  
BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 08/25/2021  
 Date of Environmental Health Inspection: 05/06/2021  
 Date of Fire Safety Inspection: 11/05/2021  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: 06/11/2009

		No. of Records Reviewed
No. of children enrolled in care	134	10
No. of staff employed	36	7
No. of volunteers	0	0
No. of children present at time of inspection	116	
No. of staff present at time of inspection	18	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	116	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Toddler Rooms: #1 and #2, Toddler Large Motor Room, Infant Room #3, Primary rooms: #4, #5, and #6. Nap Room #7, Elementary Rooms: East, West, Upper, Art, Latchkey Common Area, Music Rooms, Gym, and Library.  
 Approved Program Director: Michele Shane  
 Approved Central Administrator: None  
 Approved Variances: None  
 Key Indicator Inspection: No

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

During the inspection, child care staff members engaged in positive interactions during outdoor play, indoor play, lunch, napping, and tummy time. During outdoor play children explored, observed, and engaged in the following: sand/kitchen area, the second sand area, observed a grasshopper and caterpillar, pushed trucks around, climbed, ran, played tag, and socialized. During indoor play the children engaged in a variety of activities, included, but not limited to puzzles, play dough, and writing. The center was well maintained, organized, and warm and inviting.

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records.

Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**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 Kim Gallagher did not ensure that child care staff member Elizabeth Bloomquist (date of hire 10/01/2001) had verification of a negative TB test on file at the center.

**R 400.8131                    Professional development requirements.**

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.

Licensee designee Kim Gallagher did not ensure that all staff completed the updated health and safety training within six months of the notice. Child care staff members Grace Bishop-Schaub, Bridget Bernhard, Elizabeth Bloomquist, and Jaime Janiszewski did not complete the 2021 health and safety refresher course on MiRegistry.

**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 Kim Gallagher did not ensure that program director Michele Shane and child care staff members Brian Thelen and Brooke Houle completed the training outlined above before caring for children. Ms. Shane and Mr. Thelen has not completed the training as of the date of this report. Ms. Houle completed the training on 04/05/2021 but began caring for children on 09/08/2020.

**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.

Licensee designee Kim Gallagher did not ensure that program director Michele Shane and child care staff members Brian Thelen and Brook Houle completed the training outlined above before having unsupervised contact with children. Ms. Shane and Mr. Thelen has not completed the training as of the date of this report. Ms. Houle completed the training on 10/17/2020 but had unsupervised contact with children beginning on 09/08/2020.

**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.

Child care staff members overseeing the school age children did not ensure that two children had an arrival time recorded on the children's attendance record on 08/25/2021.

I provided license designee Kim Gallagher with technical assistance for the following: **8122(9) Lead caregiver verification**: verification of the education, credentials, and experience must be kept on file at the center or at MiRegistry.

**8113(13) Program director verification**: verification of the education, credentials, and experience must be kept on file at the center or at MiRegistry.

**8131(11) Professional development verification**: all professional development required by the department must be kept on file at the center or at MiRegistry.

**8143 Children's immunization records**: ensure that each child has an immunization record (or valid waiver) on file at the center prior to initial attendance.

**8143 Children's health appraisal records:** ensure that each child, preschool and younger, has a valid health appraisal on file at the center within 30 days of initial attendance. **Note:** center policy can be more stringent than licensing requirements.

**8143(2) Children's records updated:** the child information card must be reviewed and updated by parents at least annually and when information changes.

**8161 Emergency procedures:** ensure that emergency plans are compliant with licensing requirements updated on 12/18/2019.

**8110(6) Staff attendance:** daily attendance for staff must include each staff member's first and last name.

**8185 Primary care:** all primary caregivers for infants and toddlers must be documented, including substitute caregivers.

**8340(3) Food services and nutrition provided by parents:** breast milk, formula, milk, and other beverages must be labeled with child's first and last name and the date.

**8170 Outdoor play area:** the Consumer Product Safety Commission requires all playground equipment at child care centers to meet the ASTM F1487 standards. Residential equipment (elevated) does not meet the ASTM F1487 standards.

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.

*Pamela Walker*

11/05/2021

---

Pamela Walker  
Licensing Consultant

Date