



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 8, 2022

Kimberly Chesney
Traverse City Christian Schools
753 Emerson Road
Traverse City, MI 49696

RE: License #: DC280313616
Traverse City Christian Schools
753 Emerson Road
Traverse City, MI 49696

Dear Ms. Chesney:

This letter is to advise you that the 06/08/2022 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 400.8112(2)(a) Comprehensive background check; fingerprinting.	One child care staff member's Consent and Disclosure form was from the Michigan Department of Education instead of child care licensing's child care background check (CCBC) unit's form prescribed by the department.	Program director/licensee designee Ms. Chesney had the staff member complete the correct consent and disclosure form from the CCBC.	04/20/2022
R 400.8152(1) Medication; administrative procedures.	Ms. Chesney did not ensure that prescription medication was only given to a child by a child care staff member.	Program director/licensee designee Ms. Chesney made sure that all medication is now administered by a child care staff member, including ADHD mediations.	Beginning on 04/22/2022 and ongoing

R 400.8152(2) Medication; administrative procedures.	Medication permission forms were not completed by parents for the administration of prescription medications including an epi-pen and ADHD medications.	Program director/licensee designee Ms. Chesney had parents complete medication administration forms for all prescription medications given to children.	On 04/22/2022
R 400.8152(9) Medication; administrative procedures.	Ms. Chesney did not ensure that the department's medication administration form was used to document the time, amount of medication given, and staff member's signature for a child receiving daily ADHD medication.	Program director/licensee designee Ms. Chesney and child care staff members began documenting the administration of all prescription medications on the child care licensing forms.	On 04/22/2022 and ongoing
R 400.8161(2)(h) Emergency procedures.	Emergency care and accommodation plans were not developed for children with a severe allergy that included anaphylaxis. One child with asthma, and another child with a documented allergy to cashews and pistachios did not have emergency care/accommodation plans in place.	Program director/licensee designee Ms. Chesney worked with parents to create emergency care plans for each type of emergency for all children with chronic medical conditions.	On 04/22/2022 and ongoing

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,

A handwritten signature in cursive script that reads "Renee Libby".

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