



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 4, 2023

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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 04/04/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, I reviewed fire safety, sleep equipment, child records, background check records, MiRegistry Trainings, child-child care staff member interactions, tornado/fire drills, criminal background paperwork, diapering/toileting, and programming. The center has one preschool classroom. There was a total of 16 children with two child care staff members present during the inspection. I found the classroom to be compliant with ratio and group sizes. While onsite, I observed free play, art time, and lunch. The classroom had a sufficient amount of developmentally appropriate equipment accessible to children. I observed child care staff members enforcing safety rules by giving verbal prompts to the children. The center utilizes the Creative Curriculum, religious lesson plans, and handwriting without tears curriculum. The outdoor play area is located in the back of the school. There was adequate surfacing observed under elevated equipment.

The violations that were found are:

**MCL 722.115n Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.**

(1) Except as otherwise provided in subsection (13), when a person, partnership, firm, corporation, association, governmental organization, or nongovernmental organization applies for or applies to renew a license to operate a child care center, group child care home, or family child care home under section 5m and before a group child care home or family child care home allows an individual to be a member of the household, or a child care center, group child care home, or family child care home allows an individual to become a child care staff member, the department shall do all of the following:

(a) Review its database of individuals with previous disciplinary action within a child care center, group child care home, or family child care home or an adult foster care facility.

(b) Conduct a search of the individual through the national sex offender registry.

(c) Request a search of the individual through all state criminal registries or repositories for any states of residence in the past 5 years.

(d) Request that the department of state police perform a criminal history check on the individual, child care staff member, or adult member of the household.

Ms. Chesney did not ensure that all individuals having unsupervised contact with children had completed a comprehensive background check or were listed on the child information card. During the inspection, ISD staff member Carrie Orton has been providing speech services to two children outside of the classroom. Ms. Orton is not listed on the release of child section on the children's child information cards and there was no signed authorization from the parent.

**MCL 722.115n Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.**

(3) Each individual listed in subsection (1) shall give written consent at the time of the license application and before a group child care home or family child care home allows an individual to be a member of the household, or before becoming a child care staff member to allow the department of state police to conduct the criminal history check required under subsection (1). The department shall require the individual to submit his or her fingerprints to the department of state police and the Federal Bureau of Investigation for the criminal history check as required in subsection (1).

Ms. Chesney did not ensure that each individual signed a consent and disclosure form prior to completing their fingerprints for the comprehensive background check. During the inspection, child care staff members Stephen Anderson and Elizabeth Anderson did not have a signed consent and disclosure form on file.

**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. Chesney did not ensure each child care staff member had a signed abuse and neglect statement on file. During the inspection, child care staff members Stephen Anderson and Cassidy Teglas-Stahl did not have a signed abuse and neglect statement on file at the school.

**REPEAT VIOLATION ESTABLISHED**  
**INTERIM REPORT DATED: 09/08/21**  
**CORRECTIVE ACTION PLAN DATED: 06/07/2021**

**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 months of the notice.

Ms. Chesney did not ensure that each child care staff member completed the MiRegistry Refresher within 6 months of notice. During the inspection, the MiRegistry account showed that child care staff member Stephen Anderson did not complete the MiRegistry 2022 Refresher until 02/28/2023.

**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.

During the inspection, I observed an epi-pen and an Auvi-Q epi-pen without a 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.

**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.

During the inspection, I found a bottle of Benadryl and a bottle of liquid Children's allergy medication which indicated that children under the age of 6 years old can only take the medication with authorization from a physician. Neither medication had written authorization from the child's physician.

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

- Please make sure you document the second tornado drill for 2022.
- Please disconnect all staff no longer employed at the center.
- I provided guidance on children with severe allergies. Please confirm with the child's parents and doctor whether they need more than one epi-pen onsite.
- Please ensure that there is an active shooter crisis management emergency plan.
- Please identify how parents will be contacted on the emergency plans (by phone, text, application,...).

On 4/4/2023, you gave us an acceptable written corrective action plan.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

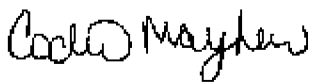
<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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 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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