



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 25, 2021

Shannon Galla  
Grand Traverse Bay YMCA  
3700 Silver Lake Drive  
Traverse City, MI 49684

RE: License #: DC280379266  
**YMCA Child Development Center**  
**1027 McRae Hill Rd**  
**Traverse City, MI 49685**

Dear Ms. Galla:

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 inspections on 02/26/2021 and 03/10/2021, I found three violation(s) listed below and explained in the attached report:

R 400.8335(1)	Food services and nutrition; provided by center.
R 400.8152(3)	Medication; administrative procedures.
R 400.8185(2)	Primary care.

Due to the violations, you must send us a corrective action plan by 06/14/2021. 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.

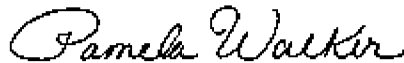
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<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  
 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  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** DC280379266

**Licensee Name:** Grand Traverse Bay YMCA

**Licensee Address:** 3700 Silver Lake Drive  
Traverse City, MI 49684

**Licensee Telephone #:** (231) 933-9622

**Licensee/Designee:** Shannon Galla, Designee

**Name of Facility:** YMCA Child Development Center

**Facility Address:** 1027 McRae Hill Rd  
Traverse City, MI 49685

**Facility Telephone #:** (231) 346-4968

**Original Issuance Date:** 06/10/2016

**Capacity:** 90

**Age Range:** Ages Birth Thru 6 years

**Program Components:** PRESCHOOL  
INFANT/TODDLER  
FOOD SERVICE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 02/26/2021, 03/10/2021  
 Date of Environmental Health Inspection: 10/28/2020  
 Date of Fire Safety Inspection: 11/30/2020  
 Date of Lead Hazard Risk Assessment, if applicable: 04/05/2016  
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	45	10
No. of staff employed	15	5
No. of volunteers	0	0
No. of children present at time of inspection	36	
No. of staff present at time of inspection	10	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	36	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: The gym, library, kitchen, and classrooms 107, 108, 109, 110, 111, 112, 113, and 114.  
 Approved Program Director: Shannon Galla  
 Approved Central Administrator: None  
 Approved Variances: None  
 Key Indicator Inspection: No

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

During the inspection, I observed caregiving staff engage in positive interactions with children during bottle feedings, floor play, diapering, indoor play, snack, music and movement, rest time, toileting, and handwashing. Staff and children transitioned from one activity to another as a matter of routine. The classrooms were clean and well organized.

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 400.8152 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. Galla did not ensure that all medications were clearly labeled for a named child. A container of Vick's rub and a bottle of Zarabee's cough syrup were only labeled with a child's first name.

**R 400.8185 Primary care.**

(2) The center shall implement a primary care system so that each infant and toddler has a primary caregiver.

Ms. Galla did not ensure that a primary care system was in place so that each infant and toddler had a primary caregiver. The lead caregiver and assistant caregiver were listed as each child's primary caregiver in the infant classroom and both toddler classrooms. **Note:** primary care means the child care staff member to whom the care of a specific infant or toddler is assigned; the primary caregiver is responsible for direct care, verbal and physical interactions, primary responses to the child's physical and emotional needs, and continued interaction with the child's parents regarding the child's experiences.

**R 400.8335 Food services and nutrition; provided by center.**

(1) Food and beverages provided by a center must be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the child and adult care food program (CACFP), as administered by the Michigan department of education, based on 7 CFR part 226, 1-1-18 edition, (2018) of the United States Department of Agriculture, Food and Nutrition Service, CACFP, and is hereby adopted by reference. A copy can be obtained at no cost from CACFP at <http://www.fns.usda.gov/cacfp/meals-and-snacks>. In addition, a copy is available for inspection and distribution at no cost at the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Division, 611 West Ottawa Street, Lansing, MI 48933.

Ms. Galla did not ensure that food and beverages provide by the center were in accordance with the minimum meal requirements of the child and adult care food program (CACFP). During the inspection, children were served a snack of crackers and water. CACFP requires at least two meal components (milk, fruit, vegetable, protein, grain) for snacks.

I provided Ms. Galla with the following technical assistance:

**Child information cards**: unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, “unknown” or “none” is the required response. A blank field, a line through a field or “N/A” are not acceptable responses.

**Emergency numbers**: emergency phone numbers, including 911, fire, police, and poison control, and the facilities physical address and two main cross streets, must be conspicuously posted in a place visible to staff.

**Maintenance of premises**: extra hand soap and hand soap refills must be stored securely out of the reach of children.

#### IV. RECOMMENDATION

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

*Pamela Walker*

05/25/2021

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Pamela Walker  
Licensing Consultant

Date