



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
DIRECTOR

2/28/2024

Teddy Bear Daycare And Preschool 14th St. LLC
222 E. 14th Street
Traverse City, MI, 49684

License Number: DC280388382

Dear Annalisha Fryer,

This letter is to advise you that the 2/28/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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 400.8152(6)	One child under age two was given Infant/Children's Tylenol without a doctor's note indicating the dosage amount as required by the manufacturer's label.	In order to comply with rule R 400.8152(6), Teddy Bear has created two revisions to the Medication Form CCL-1423. The medication revisions are in "red print" as follows, "The manufacturer minimum age requirement for this medication", and "Does your child meet the minimum age requirement, yes or no? The particular child (parent) that did not have a correct medication and form for his age was returned on 2/23/2024, and informed that the doctor note must always happen if the child is not meeting the minimum age required for administration. She will be provided a new medication administration document when returning the medication. To ensure continued compliance, any time a parent provides medication, the lead caregiver will review, and ensure that the medication (1) meets	02/23/2024

		age requirements, and if not that (2) a signed doctor note is provided stating the timing and dosage of the medication. This compliance measure will happen immediately upon 2/22/2024.	
R 400.8125(3)	The licensee designee did not complete a PSOR clearance for a supervised volunteer from Early On prior to that individual acting as a supervised volunteer in the toddler classroom.	To ensure compliance with rule R 400.8125(3), any supervised volunteer within the school will provide a proper ID, screened on the PSOR website, as well as sign/review an abuse and neglect policy before working in the classroom. In addition, at the entrance of the center, there is a sign in/out paper with an option to acknowledge documents have been completed each time the volunteer signs in. To become compliant with the current listed violation, the director will ensure all current supervised volunteers will have a PSOR, Abuse/Neglect statement, and will sign in and out prior to returning to the classrooms. To ensure continued compliance, the director will ensure supervised volunteers will have a PSOR, Abuse/Neglect statement, and will sign in and out prior to returning being in the classrooms. review and initial the bottom of the PSOR and the Abuse and Neglect policy prior to the supervised volunteer working in the classroom.	2/22/2024
R 400.8125(5)	The licensee designee did not ensure that the supervised volunteer from Early On completed a signed statement regarding child abuse/neglect and mandated reporting prior to acting as a supervised volunteer in the toddler classroom.	To ensure compliance with rule R 400.8125(3), any supervised volunteer within the school will provide a proper ID, screened on the PSOR website, as well as sign/review an abuse and neglect policy before working in the classroom. In addition, at the entrance of the center, there is a sign in/out paper with an option to acknowledge documents have been completed each time the volunteer signs in. To become compliant with the current listed violation, the director will ensure all current supervised volunteers will have a PSOR, Abuse/Neglect statement, and will sign in and out prior to returning to the	2/22/2024

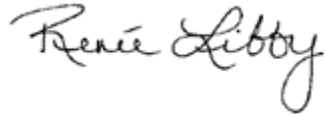
		classrooms. To ensure continued compliance, the director will ensure supervised volunteers will have a PSOR, Abuse/Neglect statement, and will sign in and out prior to returning being in the classrooms. review and initial the bottom of the PSOR and the Abuse and Neglect policy prior to the supervised volunteer working in the classroom.	
R 400.8122(5)	Two child care staff members acting as lead caregivers did not meet the minimum requirements as outlined in the rule. Licensee designee Anna Fryer stated that she thought she sent a lead caregiver variance request for one of the child care staff members to the previous licensing consultant, however she was unable to find verification of the request. She indicated that the other child care staff member officially began acting as a lead caregiver on 1/22/2024. A variance request has not yet been completed for this individual.	In order to comply with Rule R 400.8122(5) when seeking to hire a lead caregiver or promote a staff member to the position, the director will first gain approval with a variance before stating she/he is a lead for the classroom. In addition, ALL documents for variances will be placed directly into the staff file as well as a copy sent to the consultant for approval. To be compliant with the current violation, variances and credentials will be sent by Friday 3/15/2024. To ensure compliance is continued, the director will check staff files on the 15th of each month, as well as prepare variances prior to employment or promotion to the lead position.	3/15/2024

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 Renee Libby at (231) 357-3087 or libbyr@michigan.gov. In the event that Renee Libby is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby". The signature is written in black ink and is positioned below the word "Sincerely,".

Renee Libby, Licensing Consultant