



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

September 6, 2022

Brigid Wilson
Munson Medical Center
Attn: Brigid Wilson
1105 Sixth Street
Traverse City, MI 49684

RE: License #: DC280400761
**Munson Royal Drive
5222 N Royal Dr.
Traverse City, MI 49684**

Dear Ms. Wilson:

This letter is to advise you that the 08/25/2022 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)(f) Comprehensive background check; fingerprinting.	Eight staff members who were no longer employed at the center were not disconnected in the CCBC system as required.	Licensee designee Ms. Wilson removed the former staff from the CCBC system. The program director will email her when staff leave, and Ms. Wilson will disconnect them after their last day.	08/22/2022 Immediately and ongoing
R 400.8143(11) Children's records.	Eight children who were present during the inspection were not signed in with arrival times.	The program director will ensure staff or parents document accurate child arrival and departure times.	09/06/2022 and ongoing

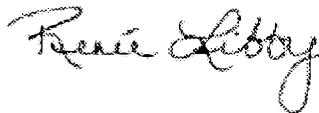
R 400.8530(1)(c)(ii) Hazard Areas.	The door to Storage Room A did not have operational positive latching hardware.	The storage room door latch was fixed. The program director will check storage rooms doors to ensure they work properly.	08/19/2022 and ongoing monthly
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It 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,



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