



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 27, 2021

Brigid Wilson
Munson Medical Center
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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 10/13/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the interim inspection, I observed 8 classrooms with a total of 62 children and 15 staff members. I observed choice time, infant tummy time, infant naptime, infant feeding, diapering/bodily care routines, outdoor play, classroom transitions, lunch, and rest time. Staff in each classroom provided developmentally appropriate experiences and engaged in supportive, nurturing interactions with children throughout the inspection period.

The violations that were found are:

R 400.8152

Medication; administrative procedures.

(2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

One child in care with an allergy requiring the use of an epi-pen did not have written parent permission on file for the administration of the medication as required by the rule.

R 400.8182

Ratio and group size requirements.

(3) In each room or well-defined space, the maximum group size and ratio of child care staff members to children, including children related to a staff member or the licensee, must be as shown in Table 4:

	Age	Child Care Staff Member to Child Ratio	Maximum Group Size
(b)	Preschoolers, 30 months of age until 3 years of age	1 to 8	16

During the outdoor play, the Maple (older toddler) and Oaks (young preschool) classrooms were combined on the playground. There were 22 children present in one area. Several children in this combined group were under 3 years of age. The maximum group size of 16 was exceeded during this combined outdoor play time.

Technical Assistance and Consultation were provided on the following:

- Having parents update child information records when allergy information changes. *As a reminder, parents must initial and date the bottom of the card whenever information changes or is added.
- Supervised volunteer paperwork and arrival/departure times:
 - Per R 400.8125(5), all supervised volunteers must have signed/dated statements regarding abuse/neglect/mandated reporting on file before volunteering.
 - Per R 400.8110(6), the licensee/designee must maintain accurate records detailing the arrival and departure times for each volunteer.
- Conducting a National PSOR clearance search on all supervised volunteers to comply with R 400.8125(3) re. supervised volunteers. A copy of the results must be kept on file at the center. A document with directions on how to conduct the PSOR clearance was provided during the inspection.
- Emergency plans (with the exception of crisis management plans) should be posted in a central location in the building where all staff and parents will see them. It is best practice to also include emergency plans in emergency backpacks or some other location that is accessible to staff, for example when they are outside.
- Three-step cleaning, rinsing, and sanitizing steps were reviewed.
- Play equipment availability in toddler rooms was discussed. Technical Assistance manual information was provided via email re. play space and equipment requirements.

Due to the violations, you must send us a corrective action plan by 11/15/2021. 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, there will be no change to your license status.

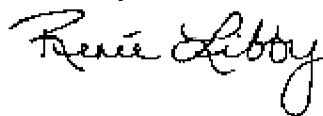
During calendar year 2020:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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 (231) 922-5309.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Renee Libby, Licensing Consultant
Bureau of Community and Health Systems
701 S. Elmwood, Suite 11
Traverse City, MI 49684
(231) 357-3087