



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 22, 2022

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:

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 inspection on 08/18/2022, I found 3 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- | | |
|----------------------|---|
| R 400.8112(2)(f) | Comprehensive background check; fingerprinting. |
| R 400.8143(11) | Children's records. |
| R 400.8530(1)(c)(ii) | Hazard Areas. |

Due to the violations, you must send us a corrective action plan by 09/10/2022 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.

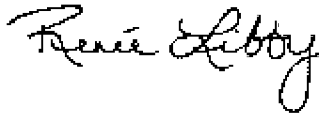
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

During calendar year 2021:	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

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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC280400761
Licensee Name:	Munson Medical Center
Licensee Address:	1105 Sixth Street Traverse City, MI 49684
Licensee Telephone #:	(231) 935-7990
Licensee/Designee:	Brigid Wilson, Designee
Name of Facility:	Munson Royal Drive
Facility Address:	5222 N Royal Dr. Traverse City, MI 49684
Facility Telephone #:	(231) 935-7990
Original Issuance Date:	01/31/2020
Capacity:	109
Age Range:	Ages Birth Thru 6 years
Program Components:	PRESCHOOL INFANT/TODDLER

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 08/18/2022
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 01/29/2020
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 06/18/2021

		No. of Records Reviewed	
No. of children enrolled in care	88	10	
No. of staff employed	27	7	
No. of volunteers	1	1	
No. of children present at time of inspection	44		
No. of staff present at time of inspection	15		
No. of volunteers present at time of inspection	0		
No. of children interviewed/observed	44		
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>	
	Program Director	<input checked="" type="checkbox"/>	
	Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The Cedar Room, Cherry Room, Elm Room, Hickory Room, Oak Room, Maple Room, Willow Room, Spruce Room, and the Cafeteria are approved for child use.

Approved Program Director: Ms. Jana Crow is the approved Program Director

Approved Central Administrator: None

Approved Variances: None

Key Indicator Inspection: No

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

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 renewal inspection, I observed infant feeding, diapering/bodily care routines, toddler rest time, toddler and preschool lunch, indoor play including literacy/book reading experiences, and outdoor play. Staff in each classroom engaged in supportive, nurturing interactions with children throughout the inspection period.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8112 Comprehensive background check; fingerprinting.

- (2) An applicant or licensee shall do all of the following:
 - (f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

Licensee designee Ms. Wilson did not immediately disconnect each individual from the Child Care Background Check System (CCBC) once they were no longer employed by the center. Eight staff members who were no longer employed at the center were not disconnected in the CCBC system as required.

R 400.8143 Children's records.

- (11) A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

Accurate daily child attendance records were not maintained that included that included each child's arrival time. Eight children who were present during the inspection were not signed in with arrival times.

R 400.8530 Hazard Areas.

- (1) Hazard areas shall be separated from the parts of the building used as a center in the following manner:
 - (c) In centers licensed after July 1, 2000, areas used for the storage of combustibles and other hazards will continue to be approved if they are enclosed by 1 of the following:
 - (ii) Where the area used for the storage of combustibles does not exceed 100 square feet, by construction having a minimum 1-hour fire resistance rating. All door openings shall be protected by minimum 1 3/4 inch flush solid core wood doors or 20-minute labeled fire-rated doors in substantial frames and equipped with approved self-closing devices and positive latching hardware.

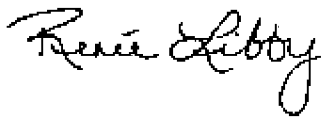
The door to Storage Room A did not have operational positive latching hardware. When the self-closing mechanism on the storage room door was fully engaged, the door did not latch on its own as required.

Technical Assistance and Consultation were provided on the following:

- **During the inspection, you indicated that the portable sink in the infant (Cedar) room broke about two months ago. A work order was placed to install a new sink. As of the date of this report, there remains only one sink in the infant room. Currently, infant room staff use the food prep sink in the room next door. Per R400.8137(1)(a) and R400.8310(8), sinks used in the preparation, serving and clean-up of food and bottles must not be used for hand washing after diapering or toileting. When the only food preparation is for feeding infants and toddlers, there must be a sink that is used exclusively for food preparation and clean up.**
- Sleeping equipment must be washed with soapy water, rinsed, and then sanitized.
- As a reminder, sleeping surfaces may not touch other sleeping surfaces unless they are washed, rinsed, and sanitized each day after use.
- Parent work and work phone numbers must be listed on child information cards even if they are self-employed.

IV. RECOMMENDATION

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



08/22/2022

Renee Libby
Licensing Consultant

Date