



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 19, 2023

Michelle Stark
L William Consulting, LLC
2295 E. M113
Kingsley, MI 49649

RE: License # DC280406787
Pitter Patter Preschool and Child Care, Fawns
107 S Brownson Ave
Kingsley, MI 49649

Dear Ms. Stark:

This letter is a follow-up to the on-site inspection conducted at your center on 04/19/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

R 400.8112(2)(e) Comprehensive background check; fingerprinting

- (2) An applicant or licensee shall do all of the following:
 - (e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

Ms. Cramer did not ensure to accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license. During the inspection, I found that child care staff members Holly Schaub and Laura Fierens were not connected to the Pitter Patter Fawns license even though they had both filled in as a substitute in March 2023. Both Ms. Schaub and Ms. Fierens work at the other Pitter Patter child care center in Kingsley. Michelle Stark is listed as the program director for the Pitter Patter Fawns Center which is not accurate.

REPEAT VIOLATION ESTABLISHED

INTERIM REPORT DATED: 02/22/2023
CORRECTIVE ACTION PLAN DATED: 03/07/2023

LSR DATED: 02/08/2022
CORRECTIVE ACTION PLAN DATED: 02/07/2022

R 400.8143(1) Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Ms. Cramer did not ensure that all of the child information cards were entirely completed at the time of the child's initial attendance. During the inspection, I reviewed 10 child information cards. Out of the 10 child information cards, four were missing information in one or more sections.

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R 400.8161(2)(h) Emergency procedures.

(2) The written procedures must include all of the following:
(h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

Ms. Cramer did not ensure that each child with a chronic medical condition had an individualized plan identifying how they would be accommodated during each type of emergency. During the inspection, I found a child with asthma, a child with an allergy to amoxicillin, and a child a dairy and fructose allergy having no plan identifying how they would be accommodated during each type of emergency.

R 400.8170(5)(b) Outdoor play area.

(5) If outdoor space is not available adjacent to the center, then a center may use a park or other outdoor facility. The outdoor space must meet all of the following requirements:

(b) The play area must be inspected before each use to ensure that no hazards are present.

Ms. Cramer did not ensure that the outdoor play area presented with no hazards before each use. During the inspection, I observed children playing in the outdoor play area. I found two black poles with pointed edges accessible to children. The snow fence surrounding the air conditioner was not in place and one of the green metal poles used to secure the snow fencing was bent down making it a hazard.

Technical Assistance and Consultation were provided on the following:

- I provided guidance on the Child Care Background Check (CCBC) website.
- I provided guidance on immunization and physical evaluation dates in relation a child's initial date of attendance.
- Please add admission dates to the updated child information cards.
- If child care staff members from other centers are going to work as substitutes for this center, they must be connected to your license on the Child Care Background Check and their staff file must be accessible at each location.
- Child information cards cannot be shared between centers. A new child information cards must be filled out when a child leaves one Pitter Patter Center location and enrolls at the different Pitter Patter center.

Due to the violations, you must send us a corrective action plan by 5/9/2023. 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.

You can find a copy of this confirming letter and any associated corrective action plans on our website under Statewide Search for Licensed Child Care Centers and Homes. A description of when confirming 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 517-284-9730.

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

Sincerely,

A handwritten signature in black ink that reads "Codie Mayhew". The signature is written in a cursive, flowing style.

Codie Mayhew, Licensing Consultant
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