



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

7/5/2024

Jamie Cramer
Pitter Patter Preschool & Childcare Hatchlings
3113 J Maddy Parkway
Interlochen, MI, , 49643

License Number: DC280412863

Dear Jamie Cramer,

This letter is to advise you that the 7/4/2024 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 400.8530(10)	Cardboard, paper towel, and plastic buckets/containers were stored in the heat plant room.	We have requested monthly access from ICA (landlord) to the boiler room so that we can ensure that all flammable are removed and stay clear of the room. First room check will occur mid July. Director will ensure its clear of items and note it on our monthly log.	Items were removed on June 26, 2024
R 400.8143(1)	Of the 15 child files reviewed, 1 child in attendance did not have a child information card on file. Dates of admission, parent employer, and parent employer phone numbers were missing from	Parent was contacted the day of inspection and the information card was returned back to the center. Moving forward center director and admin assistant will check all file/paperwork	Ongoing

	several other child information cards.	items prior to enrollment using our updated file checklist. Additionally lead teachers will do monthly paperwork checks for their students.	
R 400.8143(3)	Of the 10 infant, toddler, and preschool child files reviewed, 1 child with an enrollment date of 3/11/2024 did not have a certificate of immunization of the appropriate waiver on file until 3/27/2024.	Moving forward center director and admin assistant will check all file/paperwork items prior to enrollment using our updated file checklist. All paperwork will also have to be turned in two business days prior to enrollment to allow it to be verified. Additionally lead teachers will do monthly paperwork checks for their students.	Ongoing
R 400.8152(2)	Licensee designee Michelle Stark and lead caregivers did not ensure that written parent permission was on file prior to the administration of medication. Two children did not have written parent permission on file for the administration of Tylenol and teething oil prior to child care staff members administering the medication.	Moving forward center director and admin assistant will check all file/paperwork items prior to enrollment using our updated file checklist. All paperwork will also have to be turned in two business days prior to enrollment to allow it to be verified. Additionally lead teachers will do monthly paperwork checks for their students. Carers have been retrained on medication procedures.	Ongoing
R 400.8152(8)	Licensee designee Michelle Stark did not obtain annual written parent permission for the administration of topical nonprescription	Moving forward center director and admin assistant will check all file/paperwork items prior to enrollment using	Ongoing

	medication. Of the fifteen infant, toddler, preschool, and school age child files reviewed, one child did not have a topical nonprescription medication permission form on file. Four other children did not have updated annual topical medication permission forms on file, with two of the children's topical permission forms dated in August of 2022.	our updated file checklist. Additionally lead teachers will do monthly paperwork checks for their students. Carers have been retrained on medication procedures.	
R 400.8161(2)(h)	Licensee designee Michelle Stark did not ensure that each child with a chronic medical condition had a plan to accommodate their medical needs during each type of emergency. One child with asthma did not have an emergency care plan to accommodate their medical condition. One other child requiring an epi pen and inhaler did not have an emergency care plan in place, and another child was listed as having a peanut allergy without a plan to accommodate the allergy during each type of emergency.	Carers have been retrained on safety plans for children and staff with medical conditions. We now require new enrollees to return paperwork 2 business days prior to enrollment, allowing us to properly check files and make plans with the oversight of our health and safety coordinator. These plans will be reviewed monthly to allow for updates as needed. Plans were put on file June 13 for the children they were missing during our interim inspection.	June 13, 2024
R 400.8161(5)	Licensee designee Michelle Stark did not ensure that fire drills were conducted quarterly. A fire drill was not conducted during the second quarter of the 2023/2024 school year.	Drill requirements were reviewed with health and safety coordinator. We discussed what months drills need to be conducted in and set up a tentative schedule to ensure we do not miss any. Director will	June 21, 2024

		oversee the schedule as well to ensure they are run and logged.	
R 400.8131(2)	Licensee designee Michelle Stark did not ensure that child care staff members completed training on sudden infant death syndrome (SIDS) prevention and safe sleep practices prior to caring for infants and toddlers. A child care staff member hired in November of 2023 who was working in the infant/toddler room did not complete safe sleep/SIDS prevention training prior to working with this age group.	All carers moving forward regardless of age group hired for will have safe sleep, SIDS and shaken baby trainings. Staff member completed her missing training on June 14, 2024. Director will check training status of new hires before adding them to the schedule.	June 14, 2024
R 400.8143(7)	Licensee designee Michelle Stark did not ensure that physical evaluations were updated annually for infants and toddlers. Of the ten infant/toddler/preschool child files reviewed, five infants and toddlers did not have annual updated physical evaluations on file.	Moving forward center director and admin assistant will check all file/paperwork items prior to enrollment using our updated file checklist. All paperwork will also have to be turned in two business days prior to enrollment to allow it to be verified. Additionally lead teachers will do monthly paperwork checks for their students.	Ongoing
R 400.8143(8)	Licensee designee Michelle Stark did not ensure that school age children had a parent signed school age statement of health on file at time of enrollment. One school age child in attendance did not have a school age statement of	Moving forward center director and admin assistant will check all file/paperwork items prior to enrollment using our updated file checklist. All paperwork will also have to be turned in two business	Ongoing

	health on file. Another school age child enrolled in October of 2022 did not have an annually updated school age statement of health on file.	days prior to enrollment to allow it to be verified. Additionally lead teachers will do monthly paperwork checks for their students.	
R 400.8152(6)	Two children under age two were given Tylenol without a doctor's not indicating the dosage amount. The label regarding dosage stated, "Under age 2, ask a doctor."	Medication procedures have been reviewed with all carers. No medication will be used unless indicated on the label. If a request is made then we will require a doctors note to administer. Director spoke with carers June 24, 2024.	June 24, 2024
R 400.8152(5)	Diaper creams were accessible to children in a unsecured drawers in the infant/toddler classroom.	Diaper cream was move to a high shelf not accessible to children during the visit. Carers were reminded about the rules regarding creams and medications. No medications or creams are allowed in the changing table. Lead carer will check the space daily to ensure items are not moved to remain in compliance.	June 13, 2024
R 400.8152(9)	Licensee designee Michelle Stark and child care staff members did not maintain a record as to the time and amount of medication given or applied to children with the signature of the child care staff member administering the medication included. Two children were given Tylenol, and teething oil was applied on one child's	Carers were retrained on June 25, 2025 about medication administration requirements including how and when to give medication, age requirements, the permission form from parents and where to file forms to be checked. We are also require medication to be logged	June 25, 2024

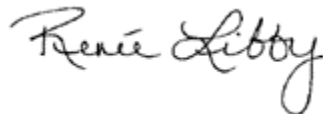
	gums. Child care staff members could not find the department issued/approved forms showing documentation of the time, amount of medication administered, and signature of the child care staff members who administered the medication.	on brightwheel moving forward as an extra level of documentation. Director will continue to ensure this happens.	
--	---	--	--

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,



Renee Libby, Licensing Consultant