



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

February 15, 2022

Mary Trucks  
FiveCAP Inc.  
PO Box 37  
Scottville, MI 49454

RE: License #: DC510022246  
**N Manistee Child Dev Center**  
**8850 N Highbridge Rd**  
**Kaleva, MI 49645**

Dear Ms. Trucks:

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 1/19/2022, I found 11 violations. The violations are listed below and explained in the attached report:

R 400.8112(2)(c) Comprehensive background check; fingerprinting  
R 400.8131(3) Professional development  
R 400.8131(4) Professional development  
R 400.8131(5)(a) Professional development  
R 400.8131(5)(b) Professional development  
R 400.8131(5)(c) Professional development  
R 400.8131(5)(d) Professional development  
R 400.8131(5)(e) Professional development  
R 400.8131(5)(f) Professional development  
R 400.8131(5)(g) Professional development  
R 400.8305(2)(c) Plan review; approval; inspections

Due to the violations, you must send us a corrective action plan by 3/6/2022. 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.

<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,



Linda Strube, Licensing Consultant  
Bureau of Community and Health Systems  
Suite 11  
701 S. Elmwood  
Traverse City, MI 49684  
(231) 215-4608

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC510022246
<b>Licensee Name:</b>	FiveCAP Inc.
<b>Licensee Address:</b>	302 North Main Street Scottville, MI 49454
<b>Licensee Telephone #:</b>	(231) 757-3785
<b>Licensee/Designee:</b>	Mary Trucks, Designee
<b>Name of Facility:</b>	N Manistee Child Dev Center
<b>Facility Address:</b>	8850 N Highbridge Rd Kaleva, MI 49645
<b>Facility Telephone #:</b>	(231) 362-2444
<b>Original Issuance Date:</b>	
<b>Capacity:</b>	42
<b>Age Range:</b>	Ages 2 years 6 months Thru 5 years 0 months
<b>Program Components:</b>	TRANSPORTATION PRESCHOOL FOOD SERVICE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 01/19/2022  
 Date of Environmental Health Inspection: Pending  
 Date of Fire Safety Inspection: 01/20/2020  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	33	10
No. of staff employed	6	6
No. of volunteers	0	0
No. of children present at time of inspection	29	
No. of staff present at time of inspection	5	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	29	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Two classrooms in the child care building are approved for child use.

Approved Program Director: Ms. Emily Tomaszewski is the approved Program Director.

Approved Central Administrator: Ms. Lisa Fisher is the approved central administrator

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 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:**  
**(c) Provide to the department, upon request, a copy of the individual's completed and signed form or forms.**

Ms. Trucks failed to ensure that a copy of the individual's completed and signed consent and disclosure forms were available at the time of the renewal inspection.

**R 400.8131                    Professional development requirements.**

- (3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.**

Ms. Trucks failed to ensure that all child care staff members who work directly with children were trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8131                    Professional development requirements.**

- (4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.**

Ms. Trucks failed to ensure that all child care staff members who work directly with children completed training in the prevention and control of infectious disease, including immunizations. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8131                    Professional development requirements.**

- (5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:**

- (a) Administration of medication.**

Ms. Trucks failed to ensure that all child care staff members who work directly with children completed training in the administration of medication within 90 days of being hired. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(b) Prevention of and response to emergencies due to food and allergic reactions.

Ms. Trucks failed to ensure that all child care staff members who work directly with children completed training in the prevention of and response to emergencies due to food and allergic reactions within 90 days of hire. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(c) Building and physical premises safety.

Ms. Trucks failed to ensure that all child care staff members who work directly with children completed training in the building and physical premises safety within 90 days of hire. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(d) Emergency preparedness and response planning.  
Ms. Trucks failed to ensure that all child care staff members who work directly with children completed training in emergency preparedness and response planning within 90 days of hire. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.

Ms. Trucks failed to ensure that all child care staff members who work directly with children completed training on the handling and storage of hazardous materials and appropriate disposal of bio-contaminants within 90 days of hire. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(f) Precautions in transporting children, if applicable.

Ms. Trucks failed to ensure that all child care staff members who work directly with children completed training in precautions in transporting children within 90 days of hire. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward

annual professional development hours and are available at MiRegistry:

(g) Child development.

Ms. Trucks failed to ensure that all child care staff members who work directly with children completed training in child development within 90 days of hire. Mr. Jonathan Saffron, and Ms. Janet Behmlander have not completed this training. Ms. Lindsay Riker was hired on 08/10/2021, but she did not complete this training until 01/29/2022.

**R 400.8305                      Plan review; approval; inspections**

(2)(c) Every two years at the time of renewal if the center provides food service where the food is prepared and served on-site, unless the kitchen is currently licensed to provide food service.

Ms. Trucks failed to ensure that an environmental health inspection was completed every two years at the time of renewal.

**IV. RECOMMENDATION**

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

*Linda Strube*

02/15/2022

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Linda Strube  
Licensing Consultant

Date