



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 27, 2022

Christina Jacobs
Hug A Bug Christian Preschool LLC
4000 S. Sheldon Road
Canton, MI 48188

RE: License #: DC820380751
Hug A Bug Christian Preschool LLC
630 N. Wayne Road
Westland, MI 48185

Dear Ms. Jacobs:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 10/26/2022. 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 Comprehensive background check; fingerprinting.

- (2) An applicant or licensee shall do all of the following:
- (b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

On 10/26/2022 One child care staff member did not have a consent and disclosure form on file.

R 400.8112 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disconnection, or withdrawn status of each individual associated with the license.

On 10/26/2022 CCBC one child care staff member was not connected to the facility on CCBC. There was also a child care staff member connected to the facility who no longer worked there.

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.

On 10/26/2022 two out of two child care staff member and the program director were missing proof of training on the prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. This training is included in the MiRegistry health and safety course two.

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.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

On 10/26/2022 two out of two staff member as well as the program director were missing proof of training for Administration of medication, prevention of and response to emergencies due to food and allergic reactions, building and physical

premises safety, emergency and preparedness and response planning, handling and storage of hazardous materials and appropriate disposal of bio-contaminants, and child development. These topics are covered in the Health and Safety course 1 and 2 training on MiRegistry.

R 400.8143 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.

On 10/26/2022 The center did not have child information cards on file at the center. The records were kept at a separate facility.

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.

On 10/26/2022 There was no attendance record at the center. There were ten children present and zero children signed in.

R 400.8143 Children's records.

(3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:

(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).

(b) A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

On 10/26/2022 the center did not have a copy of the children's immunizations records on file at the center. The records were kept at a separate facility.

R 400.8143 Children's records.

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

- (a) For an infant, within the preceding 3 months.
- (b) For toddlers, within the preceding 6 months.
- (c) For preschoolers, within the preceding 12 months.

On 10/26/2022 the center did not have a copy of the children's physical records on file at the center. The records were kept at a separate facility.

R 400.8176 Sleeping equipment.

(17) When sleeping equipment and bedding are stored, both of the following apply:

- (b) Bedding must not come in contact with other bedding.

On 10/26/2022 children's blankets were kept and stored in a large plastic bag. At rest time a child care staff member pulled out each child's blanket from the plastic bag and place them on their cots for rest time.

On 10/26/2022 during an onsite inspection there were ten children present and one child care staff member. Upon arrival children were finishing up lunch. Afterwards children got dressed to go outside. After playing outside children came indoors and worked on a cutting activity at the table. A second staff member joined the class at this time. Children who could not use scissors independently were given connectors to explore. After the cutting activity children went to go lay down on their cots for rest time.

Technical assistant was provided regarding having a no smoking/no vaping sign posted outside for parents to see as well as a notice that the center requires background checks on all employees and unsupervised volunteers. Technical assistance was also provided

regarding keeping all staff records on site at the center. The center also has an old copy of the licensing rules and needs an updated version.

Consultation was provided regarding keeping a permission site on file for all children stating that they can be taken to the child care center across the parking lot when needed. It was also recommended that they have a policy in their parent handbook that states that their child can be at both facilities throughout the day. The center must sign the child in and out upon leaving and entering each facility. Each facility has to have a copy of all children's records as well as posting requirements.

Due to the violations, you must send us a corrective action plan by 11/16/2022. 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

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 (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, appearing to read "Laura Piacentini". The signature is fluid and cursive, with the first name "Laura" written in a larger, more prominent script than the last name "Piacentini".

Laura Piacentini, Licensing Consultant
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Child Care Licensing Bureau
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P.O. Box 30664
Lansing, MI 48909
313-269-5879