



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 5, 2021

Charleen Foster
6149 Autumn Ridge Dr.
Greenville, MI 48838

RE: License #: DF590290257

RE: SI LOG #: **Charleen Foster
6149 Autumn Ridge Dr.
Greenville, MI 48838**

Dear Mrs. Foster:

This letter is to advise you that the 02/05/2021 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection Report, 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 |
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| R 400.1903(7) | During the inspection, Ms. Foster reported that her adult son, Logan Foster, has returned to live with her full time and he has not completed a comprehensive background check and processed for eligibility. | Mrs. Foster reported that she is working on obtaining an Identification card for Logan Foster in order for him to complete his fingerprints through the comprehensive background check. Once Logan Foster has an identification card, Mrs. Foster will ensure he completes a comprehensive background check. She will ensure any adult residing in her home will have a comprehensive background check. | 01/25/2021 |

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| R 400.1913(3)(g) | During the inspection, I found a two-year-old in a play pen in the blue bedroom located on the left side of the hallway in the basement. Ms. Foster stated that the child was not sleeping in this bedroom and she had placed the child in the bedroom as a form of time out. I informed Ms. Foster that time outs cannot be used with children under 3 years of age. | Mrs. Foster reported that she will not use timeouts for children under the age of three years old. She stated that she is responsible for tracking children's ages so she can use age-appropriate discipline techniques. She reported that she will only redirect behavior concerns with children under the age of three years old. | 12/04/2020 |
| R 400.1915(2) | During the inspection, I observed Ms. Foster utilizing the entire basement which consists of several rooms as child use space even though this space had not been previously approved as child use space by the department. | Mrs. Foster reported that she will not use unapproved child use space including her lower level until it is approved by a licensing consultant. She reported that she is responsible for keeping children on the upper level of her home. She stated that she submitted a modification request, and the lower level has now been approved by her licensing consultant. She stated that she will contact her licensing consultant in the future to obtain approval for unapproved child use space. | 12/22/2020 |
| R 400.1916(5) | During the inspection, I found Ms. Foster utilizing a play yard to sleep a two-year-old manufactured in 2012. | Mrs. Foster stated that she will purchase a new play yard and ensure it is manufactured after February 19, 2014. She stated that she is responsible for checking manufacturing dates on the play yards. She reported that she will continue to check manufacturing dates on the play yards, and she will discard play | 12/11/2020 |

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| | | yards manufactured before 02/19/2014. | |
| R 400.1925(1)(b) | During the inspection, I found a two-year-old in a play pen in the blue bedroom located on the left side of the hallway in the basement. Also, I found Ms. Foster's adult son, Logan Foster, sleeping in a bed adjacent to the play yard. Since Ms. Foster was not present in the room, Logan Foster had unsupervised contact with the two-year-old child prior to the department determining Mr. Foster's eligibility. | Mrs. Foster stated that she is in the process of having Logan Foster complete his comprehensive background check. She stated that she has disconnected Jeremy Foster from the Child Care Background Check (CCBC) website and she has ensured that she is properly connected on the website. She stated that she will update the CCBC website when adults move in or out of her home. | 12/04/2020 |
| R 400.1925(2)(a) | During the inspection, it was determined that Ms. Foster's adult son, Logan Foster, requires an eligibility determination and he had not completed a Consent and Disclosure form. | Mrs. Foster stated that she is in the process of having Logan Foster complete his comprehensive background check. She stated that she has disconnected Jeremy Foster from the Child Care Background Check (CCBC) website and she has ensured that she is properly connected on the website. She stated that she will update the CCBC website when adults move in or out of her home. | 12/04/2020 |
| R 400.1925(2)(e) | During the inspection, Ms. Foster reported that Jeremy Foster is no longer residing in her home. Ms. Foster has not disconnected Jeremy Foster from under her license on the CCBC website. Ms. Foster has not connected herself or Logan Foster under her license on the CCBC website. | Mrs. Foster stated that she is in the process of having Logan Foster complete his comprehensive background check. She stated that she has disconnected Jeremy Foster from the Child Care Background Check (CCBC) website and she has ensured that she is properly connected on the website. She | 12/04/2020 |

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| | | stated that she will update the CCBC website when adults move in or out of her home. | |
| R 400.1925(5) | Ms. Foster has not submitted a form with all personally identifiable information needed for the department to conduct a comprehensive background check for Logan Foster. | Mrs. Foster stated that she is in the process of having Logan Foster complete his comprehensive background check. She stated that she has disconnected Jeremy Foster from the Child Care Background Check (CCBC) website and she has ensured that she is properly connected on the website. She stated that she will update the CCBC website when adults move in or out of her home. | 12/04/2020 |
| R 400.1932(3) | During the inspection, there was no safety gate in place at the top of the staircase which leads to the basement. | Mrs. Foster stated that she will be purchasing a gate for the top of her stairs and she will keep the gate by the stairs. | 12/11/2020 |
| R 400.1934(3) | During the inspection, I found no carbon monoxide detector on the main level or in the basement level of Ms. Foster's home. | Mrs. Foster stated that she will be purchasing a carbon monoxide detector for the upper and lower level of her home. She stated that she will make sure that the batteries are replaced yearly or sooner if needed. | 12/11/2020 |
| R 400.1941(2) | During the inspection, I found a plastic play yard stored directly next to the furnace and I found a cat litter box, rolling chair, and pet dishes stored within four feet of the furnace and water heater. | Mrs. Foster stated that she will remove all flammable items at least four feet from the furnace and water heater. She stated that she will keep all things out of this area. | 12/04/2020 |
| R 400.1942(2) | During the inspection, I found four electrical outlets | Mrs. Foster stated that she will place electrical outlet safety covers on all missing outlets in | 12/04/2020 |

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| | with no safety covers in the basement living room. | the lower level. She stated that she will continue to check electrical outlets and place safety covers on any missing outlets. | |
| R 400.1943(3) | During the inspection, Ms. Foster was using unapproved child use space in the basement. At the time of the inspection, no window being used as a second exit had been determined and approved by the department to ensure it complies with the required provisions. There was no window accessible to children, clearly marked as an exit, determined to be readily opened, and determined to be of a size and design to allow for evacuation of all children and personnel. | Mrs. Foster reported that she will work with her licensing consultant to gain approval to use the lower level as child use space. She stated that she will work with her licensing consultant to identify appropriate exits in the lower level of her home. | 01/2021 |
| R 400.1943(11) | During the inspection, Ms. Foster was using unapproved child use space in the basement. At the time of the inspection, no window being used as a second exit had been determined and approved by the department to ensure it complies with R 400.1943(11) and I observed no secured steps or platforms attached to any exit windows in the basement. | Mrs. Foster reported that she will work with her licensing consultant to gain approval to use the lower level as child use space. She stated that she will work with her licensing consultant to identify appropriate exits in the lower level of her home. | 01/2021 |
| R 400.1944(1) | During the inspection, I found no smoke detector in the bedroom located in the basement, and I found no smoke detector in the living room located on the main | Mrs. Foster stated that she will be adding smoke detectors in the upstairs family room, the lower level, and the lower-level bedroom. She stated that she will install the smoke detectors and | 12/11/2020 |

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| | level which Ms. Foster reported were both used to sleep children. | complete regular maintenance on them. | |
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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 me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (231) 922-5309.

Sincerely,



Codie Mayhew, Licensing Consultant
 BCHS/Child Care Licensing Division
 701 S. Elmwood Ave, Suite 11
 Traverse City, MI 49684
 (231) 342-5006