



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

December 14, 2020

Charleen Foster  
6149 Autumn Ridge Dr.  
Greenville, MI 48838

RE: License #: DF590290257  
**Charleen Foster**  
**6149 Autumn Ridge Dr.**  
**Greenville, MI 48838**

Dear Mrs. Foster:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 12/04/2020. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

During the inspection, I reviewed fire safety, sleep equipment, child-child care staff member interactions, tornado/fire drills, criminal background paperwork, diapering, and programming. There were six children present along with Ms. Foster. I found Ms. Foster in compliance with capacity and ratio rules. I observed Ms. Foster being attentive to the child care children by holding and carrying the younger children. I observed children engaged in free play and virtual online learning. Ms. Foster did not have a sufficient amount of developmentally appropriate equipment in the child care home accessible to children. I observed a few dolls, a couple toy cars, and a doll house accessible to children during the inspection. Ms. Foster was not wearing a face mask and the school-age children were not wearing face masks during the inspection.

Ms. Foster utilizes books, educational television programming, letter pronunciation, and basic communication to promote language development with the children. Ms. Foster encourages creativity with the children by offering imaginative play toys during free time and offering art and craft materials in the child care home. To promote early mathematics, the children use puzzles, Ms. Foster works with the children on shape identification, and she incorporates counting into the children's free play. To promote early science, the children learn about animals, bugs, and plants. The children are able to access two slides, a climber, trucks, cars, and various outdoor toys to promote physical development.

The violations that were found are:

**R 400.1903 Licensee responsibilities.**

(7) The licensee shall cooperate with the department by ensuring that all individuals requiring a comprehensive background check are entered into the child care background check system and processed for eligibility as required by section 5n of the act, MCL 722.115n, and R 400.1925.

Ms. Foster did not ensure that all individuals requiring a comprehensive background check were entered into the child care background check system and processed for eligibility as required by section 5n of the act, MCL 722.115n, and R 400.1925. During the inspection, Ms. Foster reported that her adult son, [REDACTED], has returned to live with her full time and he has not completed a comprehensive background check and processed for eligibility.

**R 400.1913 Discipline; child handling.**

(3) Personnel shall not do any of the following:  
(g) Use time out for children under 3 years old.

Ms. Foster did not ensure that timeouts were only used for children 3 years and older. 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.

**R 400.1915 Indoor space; play equipment and materials.**

(2) Only space that has received prior approval for child use by the department may be used for child care.

Ms. Foster did not ensure to only utilize space that has received prior approval for child use by the department. 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.

**R 400.1916 Bedding and sleeping equipment.**

(5) Play yard mattresses must be purchased from the manufacturer of the play yard and be

manufactured after February 19, 2014. Play yards must meet the Consumer Product Safety Commission safety standards for play yards, 16 CFR part 1221 (2019). Licensees shall comply with this subrule by December 31, 2019. These standards are available at <http://www.cpsc.gov>. They are also available for inspection and distribution at the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division, 611 W Ottawa, Lansing, MI 48933-1070.

Ms. Foster did not ensure to use play yards manufactured after February 19, 2014. During the inspection, I found Ms. Foster utilizing a play yard to sleep a two-year-old manufactured in 2012.

**R 400.1925                    Comprehensive background check; fingerprinting.**

(1) Pursuant to section 5n of the act, MCL 722.115n, prior to an individual having any unsupervised contact with children, the department shall determine the individual's eligibility to be any of the following:

(b) An adult member of the household.

Ms. Foster did not ensure that any individual having any unsupervised contact with children was determined eligible as an adult member of the household. 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, [REDACTED] sleeping in a bed adjacent to the play yard. Since Ms. Foster was not present in the room, [REDACTED] had unsupervised contact with the two-year-old child prior to the department determining [REDACTED] eligibility.

**R 400.1925                    Comprehensive background check; fingerprinting.**

(2) An applicant or licensee shall do all of the following:

(a) Ensure that each individual who requires an eligibility determination pursuant to subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, [www.michigan.gov/ccbc](http://www.michigan.gov/ccbc). The form(s) must be signed and dated prior to the individual's appointment to be fingerprinted.

Ms. Foster did not ensure that each individual who requires an eligibility determination pursuant to subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule. During the inspection, it was determined that Ms. Foster's adult son, [REDACTED] requires an eligibility determination and he had not completed a Consent and Disclosure form.

**R 400.1925            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. Foster did not ensure to accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license on the child care background check (CCBC) system. During the inspection, Ms. Foster reported that [REDACTED] is no longer residing in her home. Ms. Foster has not disconnected [REDACTED] from under her license on the CCBC website. Ms. Foster has not connected herself or [REDACTED] under her license on the CCBC website.

**R 400.1925            Comprehensive background check; fingerprinting.**

- (5) An individual who requires a comprehensive background check pursuant to section 5n of the act, MCL 722.115n, shall submit to the department, on a form prescribed by the department, all personally identifiable information necessary to conduct the comprehensive background check, including all of the following:
  - (a) Full legal name.
  - (b) All other names used in the past, including any maiden name or alias, the approximate date the other name was used, and the reason for the name change.
  - (c) Suffix, if applicable.
  - (d) Social Security number.
  - (e) Date of birth.
  - (f) Place of birth.
  - (g) Country of citizenship.
  - (h) Height.
  - (i) Weight.
  - (j) Hair color.
  - (k) Eye color.
  - (l) Sex.
  - (m) Race.
  - (n) Current address.

(o) If the individual resided outside the state of Michigan during the last 5 years, then provide each of those addresses.

(p) Driver's license identification number and state issuing the license or a state identification number and state issuing it, if available.

(q) Phone number.

(r) Email address, if available.

(s) Any other information deemed reasonably necessary by the department to determine the eligibility of the individual based on a name-based registry match.

Ms. Foster did not ensure that each individual who requires a comprehensive background check pursuant to section 5n of the act, MCL 722.115n, submitted to the department, on a form prescribed by the department, all personally identifiable information needed for the department to conduct a comprehensive background check. Ms. Foster has not submitted a form with all personally identifiable information needed for the department to conduct a comprehensive background check for [REDACTED]

**R 400.1932 Home maintenance and safety.**

(3) All steps, stairs, porches, and elevated structures to which children in care have access must be protected to prevent falls and must be free of ice and snow accumulation.

Ms. Foster did not ensure that all steps, stairs, porches, and elevated structures to which children in care have access were protected to prevent falls. During the inspection, there was no safety gate in place at the top of the staircase which leads to the basement.

**R 400.1934 Heating; ventilation; lighting.**

(3) A carbon monoxide detector, bearing a safety certification mark of a recognized testing laboratory, such as UL (Underwriters Laboratories) or ETL (Electrotechnical Laboratory), must be placed on all levels approved for child care.

Ms. Foster did not ensure that a carbon monoxide detector, bearing a safety certification mark of a recognized testing laboratory, such as UL (Underwriters Laboratories) or ETL (Electrotechnical Laboratory), was placed on all levels approved for child care. During the inspection, I found no carbon monoxide detector on the main level or in the basement level of Ms. Foster's home.

**R 400.1941            Heat-producing equipment.**

(2) Combustible materials and equipment must not be stored within 4 feet of furnaces, other flame or heat-producing equipment, or fuel-fired water heaters.

Ms. Foster did not ensure that all combustible materials and equipment were not stored within 4 feet of furnaces, other flame or heat-producing equipment, or fuel-fired water heaters. 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.

**R 400.1942            Electrical service; maintenance.**

(2) All electrical outlets, including outlets on multiple outlet devices, accessible to children must have safety covers or be tamper resistant outlets.

Ms. Foster did not ensure that all electrical outlets accessible to children contained safety covers or tamper resistant outlets. During the inspection, I found four electrical outlets with no safety covers in the basement living room.

**R 400.1943            Exit requirements for each floor level used by children.**

(3) A window may be used as a second exit if it complies with all of the following provisions:

- (a) Is accessible to children and personnel.
- (b) Is clearly identified.
- (c) Can be readily opened.
- (d) Is of a size and design to allow for the evacuation of all children and personnel.

Ms. Foster did not ensure that a window used as a second exit complies with all required provisions. 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.

**R 400.1943            Exit requirements for each floor level used by children.**

(11) For a basement window exit that is over 44 inches above floor level and approved prior to January 1, 2006, only steps and platforms must be used to access the window exit, and they must be permanently secured to the wall or floor. Ladders must not be used as a means for exiting.

Ms. Foster did not ensure that a basement window exit that is over 44 inches above floor level and approved prior to January 1, 2006 only used steps and platforms permanently secured to the wall or floor to access the window exit. 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.

**R 400.1944            Smoke detectors; fire extinguishers.**

(1) Operable smoke detectors approved by a nationally recognized testing laboratory must be installed and maintained on each floor of the home, including the basement, and in all sleeping areas and bedrooms used by children in care.

Ms. Foster did not ensure all operable smoke detectors approved by a nationally recognized testing laboratory were installed and maintained on each floor of the home, including the basement, and in all sleeping areas and bedrooms used by children in care. 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 level which Ms. Foster reported were both used to sleep children.

**Technical Assistance and Consultation were provided on the following:**

- I provided Ms. Foster with a licensing rule book and new child in care statement forms.
- I provided Ms. Foster with the Child Care Background Check (CCBC) website help desk phone number so she can obtain her password to schedule fingerprints for her son and properly connect and disconnect individuals to her license on the CCBC website.
- I discussed the Three Step Method for cleaning, disinfecting, and sanitizing.

- I informed Ms. Foster to contact her Licensing Consultant Don Vita as soon as I left to request a modification.
- R 400.1915(3)- A variety of easily accessible activity choices must be available to a child that are safe and appropriate for a child at his or her stage of development. The number of choices must be based on the number of children who are permitted to attend the licensed child care home.
- R 400.1936(5)- Litter boxes, pet food, pet dishes, and pet toys must be inaccessible to children.
- R 400.1944(3)- A home shall have at least 1 functioning multipurpose fire extinguisher, with a rating of 2A-10BC or larger, properly mounted not higher than 5 feet from the floor to the top of the fire extinguisher, on each floor level approved for child use.
- R 400.1945(2)(h)- A written emergency plan must include the following: A plan for how children with special needs will be accommodated in all types of emergencies.

Due to the violations, you must send us a corrective action plan by 01/08/2021. 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.

I recommend the continuance of a regular license with increased monitoring

<b>During calendar year 2019:</b>	<b>Total</b>
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 231-922-5309.

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

Sincerely,



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

Approved by:



Candice Case-French  
Area Manager

12/14/2020

Date