



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 10, 2022

Melissa Erickson
209 S Irving St
Greenville, MI 48838

RE: License #: DF590405116
GiGi's Little Sprout's
209 S Irving St
Greenville, MI 48838

Dear Ms. Erickson:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 12/08/2022. 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 five children present with Ms. Erickson and Ms. Wetzel. While onsite, I observed free play and breakfast. She utilizes books, letter pronunciation, and basic communication to promote language development with the children. She 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, blocks, board games, and she incorporates counting into the children's free play. To promote early science, the children learn about the weather, the seasons, animals, bugs, and plants. The children are able to access a dome climber, a toddler slide, a playhouse, and various outdoor toys to promote physical development.

The violations that were found are:

MCL 722.115n Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.

(3) Each individual listed in subsection (1) shall give written consent at the time of the license application and before a group

child care home or family child care home allows an individual to be a member of the household, or before becoming a child care staff member to allow the department of state police to conduct the criminal history check required under subsection (1). The department shall require the individual to submit his or her fingerprints to the department of state police and the Federal Bureau of Investigation for the criminal history check as required in subsection (1).

Ms. Erickson did not ensure that all individuals completed a consent and disclosure form prior to completing a comprehensive background check. During the inspection, I found that ██████████ Elizabeth Wetzel, and Danielle Bursach did not have a completed consent and disclosure form onsite.

R 400.1907 Child's records.

(1) Prior to a child's initial attendance, a licensee shall obtain the following documents:

(a) A completed child information card on a form provided by the department or a comparable substitute approved by the department.

Ms. Erickson did not ensure that all child information cards were completed prior to a child's initial attendance. During the inspection, I reviewed nine child information cards. Out of the nine cards, four were missing information in the allergy/special needs/special instructions section, three cards were missing an employer name and phone number, three cards were missing information in the release of child only section, and one card was missing the release of medical authorization.

R 400.1907 Child's records.

(1) Prior to a child's initial attendance, a licensee shall obtain the following documents:

(b) A child in care statement or receipt using a form provided by the department and signed by the parent certifying all of the following:

(i) Receipt of a written disciplinary policy.

(ii) Condition of the child's health.

(iii) Acknowledgement that the parent has been offered either a copy of the licensing rules for a child care home or has been given the website for an electronic copy of these rules.

(iv) Agreement as to who will provide food for the child.

(v) Acknowledgement that firearms are on the premises, if applicable.

(vi) If the child care home was built prior to 1978, then the licensee shall inform the parents of each child in care and all personnel of the potential presence of lead-based paint or lead dust hazards, unless the licensee maintains documentation from a lead testing professional that the home is lead safe.

Ms. Erickson did not ensure that a completed child in care statement form for each child was obtained prior to the child's initial attendance. During the inspection, I found one child without a child in care statement form onsite.

Technical Assistance and Consultation were provided on the following:

- I provided an individual plan for children with chronic medical conditions template and an emergency plan template.
- I provided guidance on emergency plans including infant and toddler plans for emergency postings.
- I provided guidance on following manufacturer's instructions to determine whether sheets are required for play yards.
- Please ensure that Steven Bursach signs all sections on the consent and disclosure form.
- I provided guidance to Ms. Erickson informing her that the department no longer allows emergency individuals to work at the center without meeting the requirements of a child care staff member.
- Please ensure all individuals connected to the Child Care Background Check (CCBC) website are assigned the correct roles.
- **R 400.1907(2)- Technical Assistance:** Records in subrule (1) of this rule must be reviewed and updated annually or when information changes.

Due to the violations, you must send us a corrective action plan by 12/30/2022. 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.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

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,



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