



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 20, 2022

Amelia Emory
1024 Cotey St
Cadillac, MI 49601

RE: License #: DF830412140

RE: SI LOG #: **Milli's Munchkins**
1024 Cotey St
Cadillac, MI 49601

Dear Ms. Emory:

This letter is to advise you that the 12/14/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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
R400.1907(1)(a) Child's record	Ms. Emory did not ensure that child information cards were completed. Three of the seven child information cards reviewed were not signed by parents.	Ms. Emory will have parents complete paperwork at time of enrollment and Ms. Emory will check to ensure all paperwork is complete.	12/20/2022
R400.1907(3) Child's record	Ms. Emory did not have child attendance records for children in care from September 2022 until the time of the inspection on 11/22/2022.	Ms. Emory will record arrival and departure times for each child daily. Attendance will be written by hand.	11/29/2022

R400.1932(1) Home maintenance and safety	Ms. Emory did not ensure that the child care home was maintained in a clean, safe, and comfortable condition.	Ms. Emory will clean the home and put one hour per day toward cleaning to maintain.	12/04/2022
R400.1941(2) Heat-producing equipment	The furnace and water heater in the basement had flammable items within four feet including several cardboard boxes and wooden items.	Ms. Emory will move flammable items away from the furnace and will mark four feet with tape.	11/29/2022
R400.1942(2) Electrical service; maintenance	The living room area was missing outlet covers on two exposed outlets. The bathroom used by child care children was missing an outlet cover next to the sink.	Ms. Emory will put missing outlet covers on and have extras on hand to replace when missing.	11/29/2022
R400.1945(4) Emergency; plan; drill	Ms. Emory did not ensure that a fire drill was completed and there was a written record for the previous quarter from July to September.	Ms. Emory will put a reminder on her phone for when drills are due and will record on paper when they are completed.	11/29/2022

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 (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Sara Schalk".

Sara Schalk, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231)340-2730