



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 5, 2022

Amelia Emory
1024 Cotey St
Cadillac, MI 49601

RE: License #: DF830412140
Milli's Munchkins
1024 Cotey St
Cadillac, MI 49601

Dear Ms. Emory:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 11/22/2022, and 11/29/2022 I found 6 violations. The violations are listed below and explained in the attached report:

- R400.1907(1)(a) Child's record.
- R400.1907(3) Child's record.
- R400.1932(1) Home maintenance and safety.
- R400.1941(2) Heat-producing equipment.
- R400.1942(2) Electrical service; maintenance.
- R400.1945(4) Emergency; plan; drill.

You gave us an acceptable written corrective action plan.

I recommend issuance of a 1st provisional license. If you accept the provisional license, you must sign and return the enclosed waiver form. If you do not accept the provisional license, the matter will be forwarded to the disciplinary unit.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	N/A
Number of deaths that occurred in the facility.	N/A
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	N/A

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,



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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DF830412140
Licensee Name:	Amelia Emory
Licensee Address:	1024 Cotey St Cadillac, MI 49601
Licensee Telephone #:	(231) 577-8926
Licensee:	N/A
Name of Facility:	Milli's Munchkins
Facility Address:	1024 Cotey St Cadillac, MI 49601
Facility Telephone #:	(231) 577-8926
Original Issuance Date:	05/25/2022
Capacity:	6
Age Range:	Ages Birth Thru 17 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s):

11/22/2022, 11/29/2022

	No. of Records Reviewed	
No. of children enrolled in care	7	7
No. of assistant caregivers employed	0	0
No. of child care children present at time of inspection	3	
No. of other children present at time of inspection	2	
No. of assistant caregivers present at time of inspection	0	
Licensee present at time of inspection?	Yes	
Persons Interviewed:		
Licensee	☒	
Assistant Caregivers	☐	

Approved child use space: The main floor living room/play room, and the second-floor nap room on the south side of the home to the right of the master bedroom are approved for child use.

Exiting information (including second floor and basement): There are two exits from the first floor of the child care home. The primary exit off of the entry/breezeway provides a means of egress leading to the side/front yard and the sidewalk. A remotely located back door exits into the back yard of the home. The stairs leading from the second floor to the first floor serves as an exit from the nap room. A designated window exit on the east side of the nap room provides a second means of egress directly to the outside at the front of the home.

Approved variances - ☒ No ☐ Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No ☐ Yes ☒ If yes, describe.
There are two cats and a German Shepherd in the home that will have contact with children in care. Ms. Emory stated that even though the dog jumps on adults, he is safe to be around children.
- Hot tubs or spa pool? No ☒ Yes ☐ If yes, are there appropriate barriers?
- Swimming pool? No ☒ Yes ☐ If yes, describe pool and barriers.
- Other water hazards? No ☒ Yes ☐ If yes, describe.
- Fireplace or wood burning stove? No ☒ Yes ☐ If yes, describe.
- Fireplace/wood burner in use during child care hours? No ☒ Yes ☐ If yes, describe barriers to protect children from burns.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care home administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the home's records, including staff records and children's records. Staff records include background checks, medical clearance information, and training information. Children's records include child information cards and child in care statements/receipts.

At the time of the initial onsite inspection on 11/22/2022, Ms. Emory was present with five children. She indicated that two of the children were her own, that she home-schools, and there were three child care children in care. One of the child care children was playing in the main living room area. Ms. Emory indicated that the other two child care children were upstairs as it was nap/rest time. I went upstairs and observed one child in a play yard, and the other child had climbed out of his crib but remained in the room. Ms. Emory indicated that she did not know that the child knew how to climb out of his crib.

At the follow up inspection on 11/29/2022, Ms. Emory was present with three child care children and one related child. I observed the children at mealtime as well as free play with electronics.

During the inspection, the child care home was found to be in compliance with all applicable rules and statutes except for the following violations:

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. Emory did not ensure that child information cards were completed. Three of the seven child information cards reviewed were not signed by parents.

R 400.1907

Child's records.

(3) Dated daily attendance records of children in care must be maintained and include the child's first and last name and the time of arrival and departure. Electronic records may be used. If electronic records are used, they must be available to the

department at the time of the inspection. If electronic attendance records are not available during an on-site inspection, the child care home is in violation of this rule.

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 indicated that her printer ran out of ink and she was not able to print new attendance sheets. I informed Ms. Emory that attendance records could be handwritten.

At the follow up inspection on 11/29/2022, Ms. Emory was utilizing handwritten attendance records. There were five children signed into care, however there were only three child care children present. Ms. Emory stated that the other two children that were signed in but were not in care were at school. She was informed that children need to be signed in and out when they leave for school and arrive back in her care.

R 400.1932

Home maintenance and safety.

(1) The structure, premises, and furnishings of a child care home must be in good repair and maintained in a clean, safe, and comfortable condition.

Ms. Emory did not ensure that the child care home was maintained in a clean, safe, and comfortable condition. On 11/22/2022, I observed there to be excessive clutter throughout the main floor of the home. The living room child use space had small toys and debris on the carpeting including paper straw wrappers and plastic garbage and grocery bags, which could present a choking or suffocation hazard to young children. Books, shoes, backpacks, clothing, and toys on the floor also presented a tripping or slip hazard. Countertops were precariously stacked with excessive items that could easily fall over onto a child including papers, plastic grocery bags, books, boxes, plastic cord, pop cans, toys, tape, clothing, and a laundry basket filled with clothes, books/paper, and a pencil box.

Although the kitchen is not a licensed room, child care children pass through the kitchen to go to the outdoor play area as well as to use the child care restroom. The kitchen had both clean and dirty dishes stacked up covering the entire surface of the countertop and sink area. I observed garbage and debris, and other hazards on the kitchen floor and in open lower cabinets including corded appliances, a spice container and small plastic pieces. There was a large stack of items on the kitchen floor including multiple used pizza boxes, empty plastic milk cartons, and other plastic and cardboard materials that could easily fall over on a child passing through the space. Ms. Emory indicated that all of the items were her recycling that needed to be taken out, however it was not contained in an organized manner and was piled on top of the floor and high chairs.

The laundry room/back entry area off the kitchen containing the child changing table, which children also pass through to go outside or to use the bathroom, had items blocking a clear path to the exit and/or bathroom. Items in this area included clothing/snowpants, a tackle box, fishing equipment, pop cans overflowing from a large trash bag, boxes, plastic kitchen trash bags and toys.

The bathroom used by child care children was found to be unsanitary with the garbage can full and items overflowing on to the floor area around the garbage including toilet paper rolls, tissues, a ball of hair, and band aid and sanitary napkin wrappers. I observed an electrical hair straightening iron out on the sink next to an electrical outlet that was missing a safety cover.

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.

The furnace and water heater in the basement had flammable items within four feet including several cardboard boxes and wooden items.

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.

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.

R 400.1945 Emergency; plan; drill.

(4) Fire drills must be practiced while children are in care at least once quarterly, and a written record that includes the date and time it takes to evacuate must be maintained.

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.

During the exit conference, I provided technical assistance/consultation on the following:

- **R 400.1907(3)** Children must be signed in and out of care when they leave for school. An example of how to document multiple arrivals and departures was provided.
- **R 400.1920(5)(a)** Outdoor play equipment over 30 inches must have appropriate surfacing underneath. Child care children may not use the swing set until there is proper surfacing beneath it such as woodchips/mulch, sand, etc.
- **R 400.1920(3)(c)** Outdoor play equipment must be safe and in good repair. Ensure that electrical cords are not present in the play area when children are outdoors. The broken dog tie out must be inaccessible to children. All broken and unsafe equipment must be removed from the play area.
- **R 400.1924(2)(a)** Children must wash their hands before meals/snacks.
- **R 400.1932(2)** Reviewed home maintenance and safety and keeping dangerous materials out of reach of children.
- **R 400.1943(5)** All exits must be unobstructed and accessible at all times. The large box in the breezeway/entry area must be moved so it is no longer partially blocking the entry/exit.

IV. RECOMMENDATION

I recommend modification of the license to 1st provisional with increased monitoring to include unannounced inspections.

Sara Schalk

12/5/2022

Sara Schalk
Licensing Consultant

Date

Candice Case-French

12/5/2022

Candice Case-French
Area Manager

Date