



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

May 30, 2023

Charmaine Frazier
 534 E. Main Street
 Benton Harbor, MI 49022

RE: License #: DG110394358
Charmaine Frazier
534 E. Main Street
Benton Harbor, MI 49022

Dear Ms. Frazier:

This letter is to advise you that the 05/05/2023 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
R 400.1902(1)(e)(i)(ii) Applicant; licensee; requirements.	Ms. Frazier does not have documentation of completed training in recognition and reporting of child abuse and neglect or in prevention and control of infectious disease, including immunizations.	Ms. Frazier will complete and document the trainings on MiRegistry,	5/5/23
R 400.1903(1)(e) Licensee responsibilities.	A record is not being maintained of the dates of Ms. Frazier's absences.		

R 400.1903(1)(l) Licensee responsibilities.	The written policy and procedure for the screening and supervision of volunteers does not address supervision.		
R 400.1904a(2)(a) Child care staff member; employment requirements.	Valid certification in infant, child, and adult CPR was not provided for three of four child care staff members during the on-site inspection. On a later date, Ms. Frazier provided valid certification of CPR training for two of the three child care staff members.	Ms. Frazier will make sure that all employees are certified in CPR.	Complete
R 400.1904a(2)(b) Child care staff member; employment requirements.	Valid certification in first aid was not provided for three of four child care staff members during the on-site inspection. On a later date, Ms. Frazier provided valid certification of first aid for two of the three child care staff members.	Ms. Frazier will make sure that all employees are certified in first aid.	Complete upon hiring in the future.
R 400.1905(1) Training.	There was no verification that Ms. Frazier completed annual training hours in 2021 or 2022, outside of the Ongoing Health and Safety Training Refreshers each year, which provided for a total of three annual training hours in 2021 and two annual training hours in 2022.	Ms. Frazier will complete 10 hours of training annually.	Complete and ongoing
R 400.1905(3)(a) Training.	Three of four child care staff members have not completed training in safe sleep practices to prevent	Child care staff members will complete training in safe sleep practices.	Complete by 05/05/2023 and ongoing.

	sudden infant death syndrome.		
R 400.1905(3)(b) Training.	None of the four child care staff members have training that includes information on recognition and reporting of child abuse and neglect.	Child care staff members will complete training that includes information on recognition and reporting of child abuse and neglect.	Complete and ongoing.
R 400.1905(3)(c) Training.	None of the four child care staff members have training that includes information on prevention of shaken baby syndrome, abusive head trauma, and child maltreatment. Ms. Frazier does not have training that includes information on the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.	Child care staff members and Ms. Frazier will complete training that includes information on prevention or shaken baby syndrome, abusive head trauma, and child maltreatment.	Complete 05/05/2023 and prior to working with children.
R 400.1905(4)(a) Training.	Two of the four child care staff members were hired over 90 days ago. Neither of the two have completed training on child development. Ms. Frazier has not completed training on child development.	Two child care staff members and Ms. Frazier will complete training on child development.	Complete 05/05/2023 and within 90 days of hire.
R 400.1905(4)(b) Training.	Two of the four child care staff members were hired over 90 days ago. Neither of the two have completed training on administration of medication. Ms. Frazier has not completed training on the administration of medication.	Two child care staff members and Ms. Frazier have not completed training on administration of medication.	Complete 04/28/2023 and within 90 days of hire.
R 400.1905(4)(c) Training.	Two of the four child care staff members were hired	Two child care staff members and Ms. Frazier will complete training	Complete 04/28/2023

	over 90 days ago. Neither of the two have completed training on the prevention of and response to emergencies due to food and allergic reactions. Ms. Frazier has not completed training on the prevention of and response to emergencies due to food and allergic reactions.	on the prevention of and response to emergencies due to food and allergic reactions.	and within 90 days of hire.
R 400.1905(4)(d) Training.	Two of the four child care staff members were hired over 90 days ago. Neither of the two have completed training on the handling and storage of hazardous materials and the appropriate disposal of biocontaminants. Ms. Frazier has not completed training on the handling and storage of hazardous materials and the appropriate disposal of biocontaminants.	Two child care staff members and Ms. Frazier will complete training on handling and storage of hazardous materials and appropriate disposal of biocontaminants.	Complete 5/12/23.
R 400.1905(4)(e) Training.	Two of the four child care staff members were hired over 90 days ago. Neither of the two have completed training on the precautions of transporting children. Ms. Frazier has not completed training on the precautions of transporting children.	Two child care staff members and Ms. Frazier will complete training on the precautions of transporting children.	Complete 04/28/2023 and within 90 days of hire.
R 400.1905(4)(f) Training.	Two of the four child care staff members were hired over 90 days ago. Neither of the two has completed training on building and physical premises safety.	Two child care staff members and Ms. Frazier will complete training on building and physical premises safety.	Complete 04/28/2023 and within 90 days of hire.

	Ms. Frazier has not completed training on building and physical premises safety.		
R 400.1905(4)(g) Training.	Two of the four child care staff members were hired over 90 days ago. Neither of the two has completed training on all hazards emergency preparedness and response planning. Ms. Frazier has not completed training on all hazards emergency preparedness and response planning.	Two child care staff members and Ms. Frazier will complete training on all hazards emergency preparedness and response planning.	Complete 04/28/2023 and within 90 days of hire.
R 400.1906(1)(b) Records of a licensee; child care staff member; child care assistant.	Daily records detailing arrival and departure times of child care staff members are not being maintained.	Ms. Frazier will keep daily records detailing child care staff members arrival and departure times.	Complete and will continue to complete.
R 400.1906(1)(g) Records of a licensee; child care staff member; child care assistant.	Files for child care staff members do not include written statements, signed and dated by child care staff members, that indicate the individual is aware that abuse and neglect is against the law, that the individual knows that she is mandated by law to report abuse and neglect, and that the individual has received a copy of the licensee's discipline policy.	Ms. Frazier will have child care staff member sign and date the statements.	Complete 04/25/2023.
R 400.1907(1)(a) Child's records.	Twenty-four children's files were reviewed. Four files did not have child information cards. Five child information cards were missing information such as	Children's records have been completed and updated.	Complete 04/13/2023 and will reviews twice annually.

	employer telephone number, physician telephone number, allergy/special need/special assistance information, and emergency contact and release information.		
R 400.1907(1)(b) Child's records.	Twenty-four children's files were reviewed. Four files did not have child in care statements. Three child in care statements were incomplete.	Children's records have been completed and updated.	Complete 04/13/2023 and will reviews twice annually.
R 400.1907(2) Child's records.	Nineteen child information cards were not updated annually. Sixteen child in care statements were not updated annually.	Children's records have been completed and updated.	Complete 04/13/2023 and will reviews twice annually.
R 400.1908(1) Capacity.	Thirteen children were present at one time during the on-site inspection.	Ms. Frazier will ensure that no more than 12 children are present at a time.	04/14/2023 and ongoing.
R 400.1910(1) Ratio of personnel to children.	Upon arrival for the on-site inspection, at 9:38 AM, one child care staff member was present with 12 children. A second child care staff member arrived at 9:56 AM. A thirteenth child arrived at 10:11 AM. The ratio remained two child care staff members to 13 children throughout the rest of the inspection.	Ms. Frazier ensure that she is within ratio at all times.	04/14/2023 and ongoing.
R 400.1913(1) Discipline; child handling.	The discipline policy does not address methods that are appropriate for children of different ages and different levels of understanding. It does not	The discipline policy was updated with more detail.	Complete 04/13/2023.

	state that physical punishment and all other prohibited methods will not be used, even if the parent gives permission.		
R 400.1913(2) Discipline; child handling.	A child who appeared to be about two or three years of age, was in a high chair prior to arrival and for the entirety of the on-site inspection. The on-site inspection was from approximately 9:38 AM until 11:15 AM. When asked why the child was in the high chair, the child care staff member said it was because he kept trying to hurt a friend.	Ms. Frazier's discipline policy will be followed and developmentally appropriate methods of discipline will be used.	Complete 04/14/2023.
R 400.1915(1) Indoor space; play equipment and materials.	Approved child use space in the home includes the child care room, the infant room, and the preschool/school age room. Only the child care room was safe, usable, and accessible at the time of the on-site inspection. The infant and preschool/school age rooms are being used for storage. The child care room measures approximately 19 ft. x 13 ft. + 11 ft. x 7 ft., for a total of 324 square feet. This allows for a capacity of nine children.	Ms. Frazier will clear out the infant and preschool/school age rooms, allowing for more space.	Complete 04/28/2023.
R 400.1915(3)(a) Indoor space; play equipment and materials.	The number of activity choices accessible to children is not sufficient for the number of children for	Ms. Frazier will clear out the storage in the infant and preschool/school age rooms,	Complete 04/28/2023.

	<p>which the home is licensed. At the time of the on-site inspection, only one of three approved rooms was accessible for use. The majority of play equipment was being stored in the two rooms that were not accessible to children.</p>	<p>allowing for more toys, activities, and books accessible for use.</p>	
<p>R 400.1915(5) Indoor space; play equipment and materials.</p>	<p>A list of recalled or unsafe children's products was not posted.</p>	<p>A list of recalled products was posted.</p>	<p>Complete 04/13/2023.</p>
<p>R 400.1919(2) Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.</p>	<p>Written physician's statements attesting to child care staff members' mental and physical health were not on file for any of the four child care staff members at the time of the on-site inspection. Following the on-site inspection, Ms. Frazier emailed a statement for one child care staff member, with the date of the examination being 02/24/2023, two weeks after the on-site inspection.</p>	<p>Physician's statements will be obtained for all child care staff members.</p>	<p>Complete 04/13/2023 and will be maintained.</p>
<p>R400.1919(3) Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.</p>	<p>Written evidence of freedom from communicable tuberculosis (TB) was not on file for three child care staff members or for a household member over the age of fourteen.</p>	<p>Written evidence of freedom from TB will be obtained for all child care staff members.</p>	<p>Complete 04/13/2023 and will be maintained.</p>
<p>R 400.1923(2)(e) Diapering and toileting.</p>	<p>The diaper changing table is only being sanitized between each use, with bleach wipes. It is being washed, rinsed, and</p>	<p>The diapering and toileting area is being cleaned and sanitized after each use.</p>	<p>Complete 04/13/2023 and ongoing.</p>

	sanitized a couple of times a day.		
R 400.1924(2)(a) Hand washing.	Two children ate during the on-site inspection without washing their hands. A child care staff member gave them hand sanitizer prior to eating.	Handwashing practices will be followed per licensing for child care staff members and children.	Complete 04/13 and ongoing.
R 400.1925(2)(e) Comprehensive background check; fingerprinting.	On the date of the on-site inspection, and during the exit conference with Ms. Frazier on 02/21/2023, only Ms. Frazier and one of her child care staff members were in the child care background check system under this license. Ms. Frazier had mistakenly connected all of her child care staff members to a different license, that is in enrollment status. At the time of the writing of this report, all child care staff members were accurate in the child care background check system. One child care staff member who is no longer employed by Ms. Frazier is still in the child care background check system. She was connected on the date of the on-site inspection and on the date of the exit conference. At the time of the writing of this report, the stage had changed from connected to eligible.	Ms. Frazier will complete background checks for new hires and determine they are eligible prior to working with children.	Complete 04/25/2023 and ongoing for new hires.

R 400.1932(2) Home maintenance and safety.	Multiple cleaners are within reach of the diaper changing area of the diaper changing table that is in the bathroom (not the diaper changing table in the storage room, that is also being used to change diapers). On a shelf on the lower portion of the same diaper changing table, multiple lotions, oils, and shampoos are accessible to children.	All hazardous materials will be kept out of reach of children.	Complete 04/13/2023.
R 400.1932(8) Home maintenance and safety.	A three-wick candle was burning upon arrival for the on-site inspection. The wax was almost melted to the bottom of the candle. The candle was placed on top of children's cubbies.	No open flames will be used in child care.	Complete 04/13/2023.
R 400.1934(3) Heating; ventilation; lighting radon.	The carbon monoxide detector was inaccessible, in a room being used for storage. It could not be determined if the detector bore a safety certification mark of a recognized testing laboratory, nor could it be determined if the detector was in working order.	A carbon monoxide detector will be posted and available in plain sight.	Complete 02/08/2023.
R 400.1934(4) Heating; ventilation; lighting radon.	The last radon test was conducted on 10/09/2017.	A radon test will be conducted.	Complete 05/14/2023.
R 400.1941(2) Heat producing equipment.	Christmas decorations and storage bins were within 4 feet of the furnace.	Combustibles have been moved away from the furnace.	Complete 04/13/2023.

R 400.1941(5) Heat producing equipment.	The date on the furnace inspection/installation report was whited out and hand-written in. An appropriately corrected report was requested of the licensee but it has yet to be submitted. An inspection was not conducted on the water heater for this renewal.	Ms. Frazier submitted an updated inspection of the furnace. The inspection was conducted 2/23/23 and will be conducted every two years.	2/23/23
R 400.1944(1) Smoke detectors; fire extinguishers.	The smoke detector in the basement was beeping with a low battery. Note: One smoke detector in the child care room was tested. Upon testing, it would not stop beeping, causing the fire department to respond on-site. Other smoke detectors were not tested at that point, for fear that they would also continuously beep and cause need for the fire department to return. Additionally, at least one child was trying to nap.	The battery in the basement smoke detector was replaced. Operable smoke detectors will be on every level of the home and they will be checked monthly.	Complete 04/13/2023. 04/28/2023
R 400.1945(1) Emergency; plan; drill.	A crisis management plan was not posted within the child care home.	A crisis management plan has been posted.	Complete 04/01/2023.
R 400.1945(2) Emergency; plan; drill.	Written emergency response plans do not include the above listed information.	Additions have been made to the emergency response plans.	Complete 04/28/2023.
R 400.1945(4) Emergency; plan; drill.	Fire drills were conducted monthly, January – May, and then not again for the remainder of the year in both 2021 and 2022.	Fire drills will be practiced while children are in care at least quarterly and a written record will be kept that includes the date and times it took to evacuate.	4/1/23

R 400.1945(5) Emergency; plan; drill	Tornado drills were conducted only in April in 2021 and 2022.	At least two tornado drills will be practiced while children are in care between March and November. A written record will be maintained.	11/1/23
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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 (616) 356-0183.

Sincerely,



Tiara McKay, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 PO Box 30837
 Lansing, MI 48909
 (269) 615-5758