



STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

November 4, 2021

Karen Craven-Bates  
5519 22 Mile Road  
Homer, MI 49245

RE: License #: DG130094748  
**Karen Craven-Bates**  
**5519 22 Mile Road**  
**Homer, MI 49245**

Dear Ms. Craven-Bates:

This letter is to advise you that the 11/04/2021 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
MCL722.113g(1) Licensing notebook	The licensee is not maintaining a licensing notebook with all licensing reports, special investigations, and corrective action plans.	Licensee will locate all reports and corrective action plans and put them in her licensing notebook folder. She will print any missing reports from the LARA website.	11/30/2021
R400.1904a(2)(a) Child care staff member; employment, requirements	The child care staff member did not have valid certification in infant, child, and adult CPR.	Licensee will sign her child care staff member up for infant, child, And adult CPR/first aid training. She will notify consultant with date/time.	11/30/2021
R400.1904a(2)(b) Child care staff member;	The child care staff member did not have valid certification in first aid.	Licensee will sign her child care staff member up for infant, child, And adult CPR/first aid training.	11/30/2021

employment, requirements		She will notify consultant with date/time.	
R400.1904a(2)(c) Child care staff member; employment, requirements	The child care staff member did not have training in the prevention of infectious disease, including immunizations.	Licensee will have her employed child care staff member take the health and safety trainings, part 1 and part 2, which include training on prevention of infectious disease, including immunizations.	11/30/2021
R400.1905(3)(a) Training	The child care staff member did not have training on safe sleep practices to prevent sudden infant death syndrome.	Licensee will provide the child care staff member with a training on safe sleep practices/SIDS.	11/30/2021
R400.1905(3)(b) Training	The child care staff member did not have training on recognition of and the reporting of child abuse and neglect.	Licensee will have child care staff member complete the health and safety trainings, part 1 and part 2, which address the recognition of and reporting of child abuse and neglect.	11/30/2021
R400.1905(3)(c) Training	The child care staff member did not have training on prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.	Licensee will find and provide training to child care staff on prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.	11/30/2021
R400.1905(4)(a) Training	The child care staff member did not have training on child development.	Licensee will have child care staff take health and safety trainings, part 1 and part 2, which address child development.	11/30/2021
R400.1905(4)(b) Training	The child care staff member did not have training on administration of medication.	Licensee will have child care staff take health and safety trainings, part 1 and part 2, which address administration of medication.	11/30/2021
R400.1905(4)(c) Training	The child care staff member did not have training in prevention of and response to emergencies due to food and allergic reactions.	Licensee will have child care staff take health and safety trainings, part 1 and part 2, which address prevention and response to emergencies due to food and allergic reactions.	11/30/2021

R400.1905(4)(d) Training	The child care staff member did not have training on handling and storage of hazardous materials and the appropriate disposal of bio contaminants.	Licensee will have child care staff take health and safety trainings, part 1 and part 2, which address handling and storage of hazardous materials and the appropriate disposal of bio contaminants.	11/30/2021
R400.1905(4)(e) Training	The child care staff member did not have training on precautions in transporting children.	Licensee will have child care staff take health and safety trainings, part 1 and part 2, which address precautions in transporting children.	11/30/2021
R400.1905(4)(f) Training	The child care staff member did not have training on building and physical premises safety.	Licensee will have child care staff take health and safety trainings, part 1 and part 2, which address building and physical premises safety.	11/30/2021
R400.1905(4)(g) Training	The child care staff member did not have training on all hazards/emergency preparedness and response planning.	Licensee will have child care staff take health and safety trainings, part 1 and part 2, which address hazard/emergency preparedness and response planning. Licensee will train child care staff on her facility's emergency plans, crisis management, and lockdown/evacuation plans.	11/30/2021
R400.1905(7) Training	The licensee did not have current CPR and first aid training certification.	Licensee will sign up for infant, child, adult CPR and first aid training. She will notify consultant of date/time.	11/30/2021
R400.1907(1)(a) Child's records	The child information cards were missing information, including date of admission, allergy information, and parent employer name/phone number.	Licensee will have parents review their child's information card and update all information and initial/date.	11/30/2021
R400.1907(1)(b) Child's records	The child in care statements were missing	Licensee will complete section 3 of the child in care statement. She will have parents review the	11/30/2021

	information, including sections 1 and 3.	child in care statements and complete section 1 and initial/date when reviewed.	
R400.1907(2) Child's records	There were four child information cards and four child in care statements that were not reviewed/updated annually and initialed with date by parent.	Licensee will have parents review their child information cards and child in care statements, update any incomplete or new information, and initial/date it.	11/30/2021 and annually
R400.1925(1)(d) Comprehensive background check; fingerprinting	There was a child care staff member caring for children at the facility during the inspection that did not have a comprehensive fingerprint background check completed.	Licensee will have child care staff member complete the consent and disclosure form, enter their information into the child care background check system, and assign them to go get fingerprinted. Once eligible, licensee will connect the child care staff member to her facility.	11/30/2021
R400.1925(2) Comprehensive background check; fingerprinting	The licensee did not have copies of the signed consent and disclosure fingerprinting forms for herself, one adult household member, and the child care staff member that was caring for children at the facility during the inspection.	Licensee, adult household members, and child care staff will complete the consent and disclosure forms for fingerprinting. A copy will be maintained on file for each person.	11/12/2021
R400.1945(1)(d) Emergency; plan; drill	Licensee has an underground pool. There was no written plan for water emergencies.	Licensee will write and implement a water emergencies plan. This will be posted with the other emergency plans.	11/30/2021

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 at (269) 568-2686. 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,

A handwritten signature in cursive script that reads "Roxanne Duckworth".

Roxanne Duckworth, Licensing Consultant  
Child Care Licensing Bureau  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503