



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

Marlon I. Brown, DPA
ACTING DIRECTOR

12/26/2023

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

License Number: DG130094748

Dear Karen Craven-Bates,

This letter is to advise you that the 12/26/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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 400.1945(1)(a)	There was no written emergency plan for fire evacuation posted.	Licensee has posted the fire evacuation plan.	12/26/2023
R 400.1945(1)(b)	There was no written emergency plan for tornado watches and warnings posted.	Licensee posted the tornado emergency plan.	12/26/2023
R 400.1945(1)(c)	There was no written emergency plan for serious accident or injury posted.	Licensee posted the serious accident or injury plan.	12/26/2023
R 400.1945(1)(d)	There was no written emergency plan for water emergencies posted.	Licensee posted the water emergencies plan.	12/26/2023
R 400.1945(1)(e)(i)	There was no written crisis management plan for intruders posted.	Licensee posted the crisis management plan for intruders.	12/26/2023
R 400.1945(1)(e)(ii)	There was no written crisis management plan for active shooters posted.	The crisis management plan for active shooters was posted by licensee.	12/26/2023

R 400.1945(1)(e)(iii)	There was no written crisis management plan for bomb threats posted.	Licensee posted a crisis management plan for bomb threats.	12/26/2023
R 400.1904a(2)(a)	One child care staff member did not have verification of valid certification in infant, child, and adult CPR.	The scheduled class for CPR was cancelled. Licensee will reschedule for the child care staff member and complete as soon as possible.	1/31/2024
R 400.1904a(2)(b)	One child care staff member did not have verification of valid certification in first aid.	Scheduled class was cancelled. Licensee will reschedule the class for one child care staff member and complete as soon as possible.	1/31/2024
R 400.1945(1)(e)(iv)	There was no written crisis management plan for other man or woman-caused events posted.	Licensee posted the crisis management plan for man or woman caused events.	12/26/2023
R 400.1905(1)	The licensee did not have verification of ten clock hours of annual professional development for 2021 and 2022.	The licensee will complete additional hours in 2023/2024 to include the missing hours that were supposed to be completed in 2021 and 2022.	10/1/2024
R 400.1905(7)	The licensee did not have verification of updated/current certification in infant, child, and adult CPR and first aid.	Scheduled class was cancelled. Licensee will reschedule and complete certification in CPR/first aid as soon as possible. Licensee will maintain certification according to the expiration date on the card.	1/31/2024
R 400.1905(9)	Licensee did not complete the health and safety refresher trainings in 2021 and 2022.	Licensee will complete the health and safety refreshers with the links that her consultant emailed her.	1/1/2024
R 400.1905(2)	One child care staff member did not have	The child care staff member will complete	10/1/2024

	verification of five clock hours of annual professional development training for 2021 and 2022.	additional trainings in 2023/2024 to include the missing hours from 2021 and 2022.	
R 400.1905(3)(a)	One child care staff member did not have verification of infant safe sleep training.	The child care staff member will complete infant safe sleep training.	12/26/2023/Completed
R 400.1907(1)(a)	Twenty-one child records were reviewed. Sixteen child information cards were missing information, including date of admission, allergy information, and parent signature. One child record was missing a completed child information card.	Licensee will have parents review the child information cards and in care statements. Parents will complete all missing information and then initial/date when completed.	12/26/2023/Completed
R 400.1907(1)(b)	Twenty-one child records were reviewed. Eight child in care statements were missing information, including sections three and four. Two child records did not have a completed child in care statement.	Licensee will have parents review child information cards and in care statements. Parents will complete all lines/missing information and then initial/date the forms.	12/26/2023/Completed
R 400.1907(2)	The child information cards and child in care statements are not being reviewed and updated annually by the licensee and parents.	Licensee will have parents review the child information cards and child in care statements annually. Parents will initial and date when they reviewed the forms.	Continuous
R 400.1907(3)	The children's attendance did not include the child's last name and accurate arrival and departure times.	Licensee will include the children's last name and accurate arrival/departure times for attendance moving forward.	12/26/2023 and continuous
R 400.1905(4)(g)	One child care staff member is missing verification of hazards and emergency preparedness and response planning	The child care staff member will complete the required original health and safety trainings.	1/1/2024

	training, required within 90 days of hire.		
R 400.1905(4)(f)	One child care staff member is missing building and premises safety training, required within 90 days of being hired.	The child care staff member will complete the required original health and safety trainings.	1/1/2024
R 400.1905(4)(e)	One child care staff is missing precautions in transportation training, required within 90 days of hire.	The child care staff member will complete the required original health and safety trainings.	1/1/2024
R 400.1905(3)(c)	One child care staff member did not have verification of prevention of shaken baby syndrome, abusive head trauma, and child maltreatment training.	The child care staff member will complete the required original health and safety trainings.	1/1/2024
R 400.1905(3)(b)	One child care staff member did not have verification of recognition of and the reporting of child abuse and neglect training.	The child care staff member will complete the required original health and safety trainings.	1/1/2024

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 Roxanne Duckworth at 269-568-2686 or duckworthr@michigan.gov. In the event that Roxanne Duckworth is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Roxanne Duckworth, Licensing Consultant