



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 22, 2022

Melissa Casper
503 Spring St
Boyne City, MI 49712

RE: License #: DG150265278
Melissa Casper
503 Spring Street
Boyne City, MI 49712

Dear Ms. Casper:

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 12/14/2022, I found 1 violation(s) listed below and explained in the attached report:

R400.1907(1)(a) Child's record.

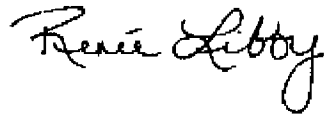
You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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 (231) 922-5309.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in black ink that reads "Renee Libby". The signature is written in a cursive, flowing style.

Renee Libby, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 357-3087

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DG150265278
Licensee Name:	Melissa Casper
Licensee Address:	503 Spring St Boyne City, MI 49712
Licensee Telephone #:	(231) 582-2496
Licensee:	N/A
Name of Facility:	Melissa Casper
Facility Address:	503 Spring Street Boyne City, MI 49712
Facility Telephone #:	(231) 582-2496
Original Issuance Date:	06/11/2004
Capacity:	12
Age Range:	Ages Birth Thru 12 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s):

12/14/2022

		No. of Records Reviewed
No. of children enrolled in care	22	22
No. of assistant caregivers employed	4	4
No. of child care children present at time of inspection	10	
No. of other children present at time of inspection	0	
No. of assistant caregivers present at time of inspection	1	
Licensee present at time of inspection?	Yes	
Persons Interviewed:	Licensee	☒
	Assistant Caregivers	☒

Approved child use space: The kitchen, living room, dining room, three bedrooms, and finished attached garage on the main level are approved for child use.

Exiting information (including second floor and basement): The side garage door is the main entry/exit from the child care providing a direct exit to the outside. A second door on the opposite side of the garage exits to the outdoor play area. There is a remotely located door between the garage and the hallway to the kitchen that provides an additional exit from the main level.

Approved variances - ☒ No ☐ Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No ☐ Yes ☒ If yes, describe.
There is one dog in the home that has contact with children in care.
- 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.

During the renewal inspection, I observed play time, a short period of TV time, infant feeding, bodily care routines/handwashing, lunch, and naptime. Throughout the inspection period, Ms. Casper and her child care staff member used well-established routines to guide children through the daily activities. Children knew what to expect and followed directions without difficulty. Ms. Casper and her child care staff member worked to soothe infants when they cried and met their needs accordingly.

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. Casper did not ensure that complete child information cards were obtained at the time of each child's initial enrollment. One child's information card noted a peanut allergy. No additional information was provided regarding special instructions for the allergy or whether or not the allergy was severe to the point of it being a chronic medical condition.

Technical Assistance and Consultation were provided on the following:

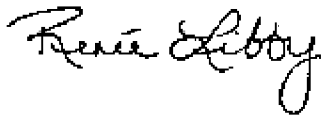
- Obtaining, and keeping on file, a doctor's note indicating the dosage amount for over-the-counter medications when package directions state that a doctor must be consulted when administering the medication to children under the recommended age. Children's Tylenol, Infant Tylenol, and Children's Motrin products require a doctor's note for the dosage when used with a child under age 2. Infant Motrin requires a doctors note for dosing an infant under 6 months of age.

- Smoke detectors have a 10-year lifespan. Four smoke detectors expired in 2019 and must be replaced as soon as possible. One smoke detector will expire in May of 2023.
- Emergency/crisis management plans that include active shooters and lockdowns must be added to the current emergency plans as outlined in R400.1945(e)(ii) and R400.1945(2)(d). A sample emergency plan form was provided during the inspection that includes all required emergency plan information.
- TB test results need to be from the doctor or be on a TB test results card.

A corrective action plan was requested and approved on 12/14/2022. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care group home (capacity 7 – 12).



12/22/2022

Renee Libby
Licensing Consultant

Date