



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

June 16, 2022

Sherry Hill  
315 North St.  
Boyne City, MI 49712

RE: License #: DG150394565  
**Sherry Hill**  
**315 North St.**  
**Boyne City, MI 49712**

Dear Ms. Hill:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 06/15/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

During the inspection, I reviewed fire safety, sleep equipment, child care records, immunizations, MiRegistry trainings, child care staff member interactions with children, tornado/fire drills, criminal background paperwork, diapering/toileting, and programming. There were three children present along with Ms. Hill. I observed Ms. Hill being attentive to the child care children. She was observed verbally encouraging the children, carrying the children, and appropriately redirecting the children to ensure safety in her home. I found Ms. Hill in compliance with capacity and ratio rules. Ms. Wallis has a sufficient amount of developmentally appropriate equipment in the child care home.

Ms. Hill uses the Hooked on Phonics and Preschool Everything for Early Learning work books to develop lesson plans for the children. To promote early math, there are puzzles, counting games, board games, and number charts accessible to the children. Ms. Hill reads to the children during circle time along with the lesson plans to support language development. To promote early science, Ms. Hill teaches the children about plants and animals along with utilizing educational television programming. The outdoor play area is entirely fenced in and located in the backyard. The outdoor play features a climber with swings and a slide. I found there to be an adequate amount of sand surfacing surrounding the elevated climber. The children can also access bikes, cars, a sandbox, play houses, toddler slides, and various other outdoor play equipment.

The violations that were found are:

**R 400.1905**

**Training.**

(3) A licensee shall ensure that child care staff members and child care assistants, prior to caring for children, have training that includes information on all of the following:

- (a) Safe sleep practices to prevent sudden infant death syndrome.
- (b) Recognition of and the reporting of child abuse and neglect.
- (c) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

Ms. Hill did not ensure that all child care staff members, prior to caring for children, had the required training identified in subrule (3). During the inspection, I found child care staff member Isabella VanVolkenburg had not completed the MiRegistry Health and Safety trainings or equivalent trainings related to the topics in subrule (3).

**REPEAT VIOLATION ESTABLISHED**

**LSR DATED: 05/25/2021**

**CORRECTIVE ACTION PLAN DATED: 06/13/2021**

**R 400.1905**

**Training.**

(4) Within 90 days after receiving a child care license or of being hired at a child care home, a licensee, a child care staff member, and a child care assistant shall complete training on all

of the following topics:

- (a) Child development.
- (b) Administration of medication.
- (c) Prevention of and response to emergencies due to food and allergic reactions.
- (d) Handling and storage of hazardous materials and the appropriate disposal of biocontaminants.
- (e) Precautions in transporting children.
- (f) Building and physical premises safety.
- (g) All hazards emergency preparedness and response planning.

Ms. Hill did not ensure that all child care staff members, within 90 days of hire, had the required training identified in subrule (4). During the inspection, I found child care staff member Isabella VanVolkenburg had not completed the MiRegistry Health and Safety trainings or equivalent trainings related to the topics in subrule

(4). Ms. Hill reported that Ms. VanVolkenburg has been employed at the child care for the last two years.

**REPEAT VIOLATION ESTABLISHED**  
**LSR DATED: 05/25/2021**  
**CORRECTIVE ACTION PLAN DATED: 06/13/2021**

**R 400.1905            Training**

(9) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

Ms. Hill did not ensure that all child care staff members completed the MiRegistry Refresher within 6 months of notice. During the inspection, Ms. Hill reported that Isabella VanVolkenburg has been employed at her child care for two years, Ms. VanVolkenburg would have been required to complete the MiRegistry 2021 Refresher.

**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. Hill did not ensure that all child information cards were entirely completed prior to a child's initial attendance. During the inspection, I reviewed 11 child information cards. Out of the 11 cards, three were missing a physician's phone number, two were missing a physician's name, two were missing employer phone numbers, and one card was missing information in the allergy/special needs/special instructions area.

**REPEAT VIOLATION ESTABLISHED**  
**LSR DATED: 05/25/2021**  
**CORRECTIVE ACTION PLAN DATED: 06/13/2021**

**R 400.1907      Child's records.**

(2) Records in subrule (1) of this rule must be reviewed and updated annually or when information changes.

Ms. Hill did not ensure that child information cards and child in care statement forms were reviewed and updated annually. During the inspection, I found six cards which had not been reviewed and updated by a parent within a year. There were also three child in care statement forms with no date listed by the parent signature.

**R400.1945(2)(i)      Emergency; plan; drill.**

(2) The written plan must include all of the following:  
(i) A plan for how children with chronic medical conditions will be accommodated in all types of emergencies.

Ms. Hill did not ensure to have a plan for how a child with a blueberry allergy would be accommodated in all types of emergencies.

**R 400.1932      Home maintenance and safety.**

(4) A handrail is required for 3 or more steps, or a total rise of 24 inches or more.

Ms. Hill did not ensure that a handrail was installed on the front porch which consists of three steps from the ground level to the landing.

**Technical Assistance and Consultation were provided on the following:**

- I provided Ms. Hill with updated child information cards, child in care statement forms, a licensing rule book, individualized plan templates for children with chronic medical conditions, and a MiRegistry training guide.
- There are two child information cards which need to be updated on an approved revised child information card.
- Please identify how parents will be contacted to reunite with their children on the tornado emergency plan.
- I directed Ms. Hill to move a bottle of ACT mouth wash so it was not accessible to children in the child use bathroom.

Due to the violations, you must send us a corrective action plan by 07/05/2022. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status. Increased Monitoring is still recommended at this time.

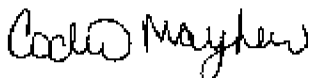
<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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

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,



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