



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 25, 2021

Sherry Hill
315 North St.
Boyne City, MI 49712

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

Dear Ms. Hill:

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 04/07/2021, I found 23 violation(s) listed below and explained in the attached report:

- | | |
|------------------------------------|--|
| R 400.1904a(2)(a)(b)(c) | Child care staff member; employment requirements. |
| R 400.1904b(3)(a)(b)(c) | Child care assistant; requirements. |
| R 400.1905(1) | Training. |
| R 400.1905(3)(a)(b)(c) | Training. |
| R 400.1905(4)(a)(b)(c)(d)(e)(f)(g) | Training. |
| R 400.1906(1)(f) | Records of a licensee; child care staff member; child care assistant. |
| R 400.1906(1)(g)(i)(ii)(iii) | Records of a licensee; child care staff member; child care assistant. |
| R 400.1907(1)(a) | Child's records. |
| R 400.1907(3) | Child's records. |
| R 400.1919(2) | Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis. |
| R 400.1933(4) | Water supply; sewage disposal; water temperature. |

Due to the violations, you must send us a corrective action plan by 06/14/2021. 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, a regular license will be issued. You will receive it in the mail.

During calendar year 2020:	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,



Pamela Walker
Child Care Licensing Bureau
701 S. Elmwood Ave, Suite 11
Traverse City, MI 49684
(231) 357-5352

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DG150394565
Licensee Name:	Sherry Hill
Licensee Address:	315 North St. Boyne City, MI 49712
Licensee Telephone #:	(231) 675-0629
Licensee:	N/A
Name of Facility:	Sherry Hill
Facility Address:	315 North St. Boyne City, MI 49712
Facility Telephone #:	(231) 675-0629
Original Issuance Date:	08/21/2018
Capacity:	12
Age Range:	Ages Birth Thru 17 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 04/07/2021

		No. of Records Reviewed
No. of children enrolled in care	7	7
No. of assistant caregivers employed	2	2
No. of child care children present at time of inspection	2	
No. of other children present at time of inspection	1	
No. of assistant caregivers present at time of inspection	0	
Licensee present at time of inspection?	Yes	
Persons Interviewed:	Licensee <input checked="" type="checkbox"/>	
	Assistant Caregivers <input type="checkbox"/>	

Approved child use space: The living room, kitchen, one bedroom, and the playroom on the main floor.

Exiting information (including second floor and basement): The front door and remotely located back door provide a direct, safe means of travel to the outside.

Approved variances - No Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No Yes If yes, describe.
Three cats and one dog reside in the child care home. Ms. Hill deems all four pets to be safe around children.
- 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

During the inspection, Ms. Hill engaged in positive interactions with the children during indoor play. The child care home was clean and relatively organized.

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 inspection, the child care home was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.1904a Child care staff member; employment requirements.

- (2) Before caring for children at a child care home, an individual shall provide the licensee with all of the following:
 - (a) A valid certification in infant, child, and adult CPR.
 - (b) A valid certification in first aid.
 - (c) Proof of training in the prevention of infectious disease, including immunizations. Hours of training in the prevention of infectious disease from MiRegistry will be allowed to count for training hours to meet this requirement.

Ms. Hill did not ensure that child care staff member Sky VanVolkenburg provided her with valid certification in CPR and first aid and proof of training in prevention of infectious disease, including immunizations, before caring for children. Ms. Hill had no training records or certifications on file for Ms. VanVolkenburg.

R 400.1904b Child care assistant; requirements.

- (3) Within 90 days of hire, a child care assistant shall provide the licensee all of the following:
 - (a) A valid certification in infant, child, and adult CPR.
 - (b) A valid certification in first aid.
 - (c) Proof of training in the prevention of infectious disease, including immunizations. Hours of training in the prevention of infectious disease from MiRegistry will be allowed to count for training hours to meet this requirement.

Ms. Hill did not ensure that Child Care Assistant 1 (CCA1) provided her with valid certification in CPR and first aid and proof of training in the prevention of infectious disease, including immunizations, within 90 days of hire. CCA1 worked as a child care assistant for Ms. Hill last summer. CCA1 is expected to work for Ms. Hill this summer as well.

R 400.1905 Training.

(1) A licensee shall complete not less than 10 clock hours of training each calendar year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and infectious disease, including immunizations, training.

Ms. Hill did not ensure that she completed no less than ten clock hours of training each calendar year; she only had 4 clock hours of verification on file for 2019.

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 child care staff member Sky VanVolkenburg and child care assistant CCA1 had training on safe sleep practices to prevent sudden infant death, recognition of and the reporting of child abuse and neglect, and the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment prior to caring for children. Ms. Hill had no training records for Ms. VanVolkenburg or CCA1.

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 child care staff member (CCSM) Sky VanVolkenburg (connected as CCSM on 06/21/2018) and child care assistant CCA1 (connected as CCSM on 07/18/2019) had training in all the above listed topics within 90 days of hire. Ms. Hill had no training records on file for Ms. VanVolkenburg or CCA1.

R 400.1906 Records of a licensee; child care staff member; child care assistant.

(1) A licensee shall maintain a file for each child care staff member and each child care assistant that includes all of the following:

(f) A completed and signed Michigan Child Care Background Check Consent and Disclosure form as required in R 400.1925.

Ms. Hill did not ensure that she maintained a file for child care staff member Sky VanVolkenburg or child care assistant CCA1 that included a completed and signed Michigan Child Care Background Check Consent and Disclosure form.

R 400.1906 Records of a licensee; child care staff member; child care assistant.

(1) A licensee shall maintain a file for each child care staff member and each child care assistant that includes all of the following:

(g) A written statement, signed and dated by the child care staff member or child care assistant at the time of hiring, indicating all of the following information:

(i) The individual is aware that abuse and neglect of children is unlawful.

(ii) The individual knows that he or she is mandated by law to report child abuse and neglect.

(iii) The individual has received a copy of the licensee's discipline policy.

Ms. Hill did not ensure that she maintained a file for child care staff member Sky VanVolkenburg and child care assistant CCA1 that included a written statement as outlined above. **Note:** the completion of the Assistant Caregiver Certifications form (BCAL- 4595) meets the intent of this rule.

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 she obtain a fully completed child information card prior to initial attendance for seven out of seven cards reviewed. The following information was missing from one or more of the incomplete cards: date of admission, cell phone, cell phone, name of doctor, physician's number, employer, work phone, parental permission to secure emergency medical treatment, allergies, special needs, and/or special instructions.

R 400.1907 Child's records.

(3) Dated daily attendance records of children in care must be maintained and include the child's first and last name and the time of arrival and departure. Electronic records may be used. If electronic records are used, they must be available to the department at the time of the inspection. If electronic attendance records are not available during an on-site inspection, the child care home is in violation of this rule.

Ms. Hill did not maintain a dated daily attendance record that included the child's first and last name and the time of arrival and departure. No last name was provided for two children listed on the attendance record. Four children were missing departure times on 04/05/2021. Three children were missing arrival times on 04/06/2021.

R 400.1919 Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.

(2) A licensee shall obtain from a child care staff member and a child care assistant a written statement, signed by a licensed physician or his or her designee within 1 year prior to caring for children, that attests to the child care staff member's or child care assistant's mental and physical health. The attestation must be renewed at the time of subsequent renewals of the child care home's license.

Ms. Hill did not obtain a medical clearance for child care staff member Sky VanVolkenburg and child care assistant CCA1 prior to them caring for children. Ms. Hill had no medical clearance on file for either individual.

R 400.1933 Water supply; sewage disposal; water temperature.

(4) Hot water temperature must not exceed 120 degrees Fahrenheit at water faucets accessible to children.

Ms. Hill did not ensure that the hot water temperature did not exceed 120 degrees at the water faucets accessible to children. The hot water temperature measured 122.7 degrees at the faucet in the child use bathroom, which can easily scald a young child.

I provided Ms. Hill with technical assistance for the following:

1907(1)(a) Child information cards: unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, “unknown” or “none” is the required response. A blank field, a line through a field or “N/A” are not acceptable responses.

1907(2) Child’s records: child information cards and child in care statements must be updated annually and when information changes.

1903(1)(e) Absence log: you must maintain a record of the dates and times in which you are absent, and the children are left in the care of a child care staff member.

1906(1)(b) Staff attendance: you must maintain a record of the arrival and departure times of each child care staff member and child care assistant.

1913 Discipline policy: revise your discipline to include positive methods of discipline and all prohibited methods of discipline.

MCL 722.113g Licensing notebook: you must maintain a summary sheet for you licensing notebook.

1945 Emergency plans: review your emergency plans to ensure compliance with licensing requirements.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care family home (capacity 7-12).

Pamela Walker

05/25/2021

Pamela Walker
Licensing Consultant

Date