



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 7, 2023

Kimberly Dowlan
6030 Galvin Road
Traverse City, MI 49685

RE: License #: DG280366390
Kimberly Dowlan
6030 Galvin Road
Traverse City, MI 49685

Dear Kimberly Dowlan:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 06/07/2023. 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, there were four children present with Ms. Dowlan. She was compliant with ratio requirements. While onsite, I observed free play. There was a sufficient amount of developmentally age-appropriate toys and equipment accessible to the children. She was found to be nurturing toward the children. To promote early education, she creates her own active learning curriculum. To promote language development, she reads to the children and letter recognition activities. To promote early science, the children learn about animals, and they participate in growing plants/vegetable. To promote early math, the children will count during play, and they will complete puzzles. The outdoor play area is located in the back yard. It features a climbing structure, play houses, and various other outdoor play equipment.

The violations that were found are:

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. Dowlan did not ensure that child information cards and child in care statement forms were updated annually. During the inspection, I found six child information cards and child in care statement forms which were not updated in over a year.

R 400.1945 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. Dowlan did not ensure to have an individual plan for children with chronic medical conditions. During the inspection, I found a child with an Amoxicillin allergy with no individual plan identifying how they would be accommodated during each type of emergency.

R400.1945(4) Emergency; plan; drill.

- (4) Fire drills must be practiced while children are in care at least once quarterly, and a written record that includes the date and time it takes to evacuate must be maintained.

Ms. Dowlan did not ensure that fire drills were completed quarterly. During the inspection, I observed that Ms. Dowlan had only completed three fire drills for 2022.

Technical Assistance and Consultation were provided on the following:

- Please attach all child care staff members to your organizational page on the MiRegistry.
- I provided guidance on individual plans for children with chronic medical conditions and I provided templates.
- She has a hook pool for the pool, but it was broken on 06/03/2023 and she is using a rescue rope until the hook is replaced.
- Ms. Dowlan will send a photo of the rescue hook and the updated emergency plans to the department by June 22, 2023.
- I provided guidance on fire and tornado drills. Her average time of evacuation is 15 minutes and I informed her that she needs to work on getting the evacuation time down to just a few minutes.
- Ms. Dowlan understands that the elevated climber in the outdoor play area cannot be used until there is adequate surfacing underneath and around the

climber. She reported that they are in the process of moving the outdoor play climber, so it is not currently being used.

- **R 400.1943(5)- Technical Assistance:** All exits must be unobstructed and accessible at all times. Please move the containers in the playroom so they are not obstructing the exit closest to the front entrance.

On 6/7/2023, you gave us an acceptable written corrective action plan.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

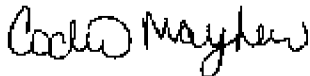
During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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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