



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 26, 2022

Ellen Russell  
533 Denway Dr.  
Kalamazoo, MI 49008

RE: License #: DG390354261  
**Russell Ellen**  
**533 Denway Dr.**  
**Kalamazoo, MI 49008**

Dear Ms. Russell:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 05/24/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

The violations that were found are:

**R400.1904a(3) Child care staff member; employment requirements.**

(3) Prior to contact with children, the individual shall be determined by the department to be eligible to serve as a child care staff member, pursuant to section 5n of the act, MCL 722.115n, and as required by R 400.1925.

Ms. Russell's child care staff member has not been fingerprinted to be found eligible to provide care to children. She should be found eligible prior to contact with children.

**R 400.1920 Outdoor play area and equipment.**

(3) A licensee shall provide an adequate and varied supply of outdoor play equipment, materials, and furniture, that is all of the following:

(c) Safe and in good repair.

Ms. Russell's outdoor play area is not safe and in good repair. There are many broken toys that have not been removed from the play area.

**R 400.1923            Diapering and toilet learning.**

(2) The designated changing area must comply with all of the following:

(e) Be cleaned and sanitized after each use.

The diaper changing pad is not being washed, rinsed, and sanitized after each use. The bottles used to clean the diaper pad were empty at the time of inspection.

**R 400.1924            Hand washing.**

(1) All personnel shall wash their hands appropriately and in the following manner:

(a) Before and after all of the following:

(i) Preparing and serving food, eating, and feeding.

Ms. Russell did not wash her hands before or after serving morning snack.

**R 400.1924            Hand washing.**

(2) Personnel shall ensure that children wash their hands at all of the following times:

(a) Before and after meals, snacks, or food preparation experiences.

Ms. Russell did not ensure children washed their hands before or after morning snack.

Due to the violations, you must send us a corrective action plan by 7/16/2019. 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.

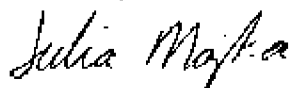
You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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.

The Department provides technical assistance to meet the licensing requirements and consultation to improve services.

Sincerely,



Julia Majka, Licensing Consultant  
Child Care Licensing Bureau  
611 West Ottawa St.  
P.O. Box 30664  
Lansing, MI 48909  
(269) 615-6039