



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 24, 2021

Esther Snyder
805 St Catherine
Ludington, MI 49431

RE: License #: DG530256503
Snyder Esther Elaine
805 St Catherine
Ludington, MI 49431

Dear Ms. Snyder:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 03/24/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

At the time of the onsite inspection Ms. Snyder was present with one child care staff member and twelve child care children. I observed the children transition from free play to eating lunch and cleaning up. The staff provided appropriate care and supervision of the children.

The violations that were found are:

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. Snyder did not ensure that all personnel completed the health and safety updated prior to 10/31/2020. Child care staff members Ms. Sarah Snyder, Ms. Cindy Bosley, and Ms. Kaylie Wells did not complete this required training.

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. Snyder did not ensure that parents completely fill out a child information card prior to a child's attendance. Of 10 child files reviewed, 4 were missing at least one piece of required information.

**REPEAT VIOLATION ESTABLISHED
LICENSING STUDY REPORT Dated 02/07/2020
CORRECTIVE ACTION PLAN Dated 02/05/2020**

R 400.1925 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, adult member of the household, child care assistant, child care staff member, or an unsupervised volunteer under the license.

Ms. Snyder did not immediately disconnect an individual from the CCBC account once they were no longer employed as a child care staff member.

On 3/25/2021, you gave us an acceptable written corrective action plan.

During the exit conference, technical assistance/consultation was provided regarding the following:

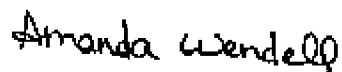
- I reviewed the updated rules regarding fire and tornado drills with Ms. Snyder.
- As the snow recently melted, Ms. Snyder needs to replace the cushioned surfacing under her elevated play structures.
- Ms. Snyder recently hired a new child care staff member, who must complete the health and safety trainings.

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

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 (616) 356-0183. 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 "Amanda Wendell". The signature is written in a cursive, slightly slanted style.

Amanda Wendell, Licensing Consultant
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P.O. Box 4290
Muskegon Heights, MI 49444
(231) 492-5410