



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 19, 2022

Kimberly Stanhope  
3210 5th St.  
Twin Lake, MI 49457

RE: License #: DG610380897

RE: SI LOG #: **Kimberly Kay Stanhope**  
**3210 5th Street**  
**Twin Lake, MI 49457**

Dear Ms. Stanhope:

This letter is to advise you that the 09/19/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

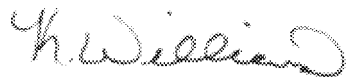
Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.1905(3)(a) Training	Ms. Stanhope did not ensure that four of the seven child care staff members had documentation of safe sleep training prior to caring for children.	Ms. Stanhope will keep a copy of safe sleep certificates in all staff members' folders.	8/18/2022
R 400.1905(3)(b) Training	Ms. Stanhope did not ensure that all staff members had child abuse/neglect training prior to caring for children. No staff members had	Ms. Stanhope will provide abuse neglect training to all child care staff members.	9/1/2022

	documentation of child abuse/neglect training.		
R 400.1905(3)(c) Training	Ms. Stanhope did not ensure that six child care staff members had documentation of shaken baby training prior to caring for children.	Ms. Stanhope will ensure that all staff members complete shaken baby training.	9/07/2022
R 400.1906(1)(g) Records of a licensee; child care staff member; child care assistant.	Ms. Stanhope did not ensure that any staff members had an abuse/neglect statement.	Ms. Stanhope will review the discipline policy with each staff member and have them sign an abuse/neglect statement.	8/22/2022
R 400.1907(1)(a) Child's records.	Ms. Stanhope did not ensure that all children had a completed child information card. Of the 10 child files reviewed, one child file was missing a child information card, and five child information cards were incomplete/missing information.	Ms. Stanhope will have all child information cards completed by parents.	8/22/2022
R 400.1907(1)(b) Child's records.	Ms. Stanhope did not ensure that she had a child in care statement for each child enrolled. Child in care statements were missing for three of the 10 files reviewed.	Ms. Stanhope will have a child in care statement completed for each child in care.	8/22/2022
R 400.1907(2) Child's records.	Ms. Stanhope did not ensure that child information cards and child in care statements were updated annually for both child information cards and child in care statements. Five of the 10 files	Ms. Stanhope will have child information cards and child in care statements updated by parents annually.	8/22/2022

	reviewed had outdated child information cards. Six of the 10 child in care statements were not updated.		
R 400.1916 (1) Bedding and sleeping equipment.	Ms. Stanhope did not ensure that all sleeping equipment was in good repair. One of her play yards had holes in the side.	Ms. Stanhope will no longer use the play yard that is not in good repair.	8/18/2022
R 400.1916 (4) <b>Bedding and sleeping equipment.</b>	Ms. Stanhope did not ensure that all play yards had a firm, tight-fitting mattress.	Ms. Stanhope will ensure that all play yards have firm mattresses and are strapped down.	8/18/2022
R 400.1923(2)(e) Diapering and toilet learning.	Ms. Stanhope did not ensure that the changing area has appropriate cleaning supplies to be clean and sanitized after each use. The changing area did not have any cleaning or sanitizing supplies present in the area, or in the child care area.	Ms. Stanhope will refill her cleaning supplies to ensure that she has adequate cleaning supplies to clean and sanitize between each change.	8/19/2022
R 400.1925(2)(a) Comprehensive background check; fingerprinting.	Ms. Stanhope did not ensure that any of her staff members completed a consent and disclosure form.	Ms. Stanhope will have all of her staff members complete a consent and disclosure form.	8/31/2022
R 400.1925(2)(b) Comprehensive background check; fingerprinting	Ms. Stanhope did not maintain a copy of completed and signed consent and disclosure forms for any staff members.	Ms. Stanhope will maintain a copy of completed and signed consent and disclosure forms in each staff member's folder.	8/31/2022

R 400.1925(2)(c) Comprehensive background check; fingerprinting	Ms. Stanhope was not able to provide a copy of completed and signed consent and disclosure forms for any child care staff members.	Ms. Stanhope will keep a copy of completed and signed consent and disclosure forms for each staff member so it is available at each inspection.	8/31/2022
R 400.1925 (2)(d) Comprehensive background check; fingerprinting.	Ms. Stanhope did not ensure child care staff members were connected to the child care background check system. One staff member is not connected.	Ms. Stanhope will connect all staff members to the child care background check system.	8/31/2022
R 400.1945(3) Emergency; plan; drill.	Ms. Stanhope did not inform all personnel of the overall emergency response plans. The child care staff member left in charge while Ms. Stanhope was away, was not able to identify the emergency response plan.	Ms. Stanhope will review emergency response plans with all child care staff members.	8/18/2022

Sincerely,



Kortney Williams, Licensing Consultant  
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