



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 22, 2022

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

RE: License #: DG610380897
Kimberly Kay Stanhope
3210 5th Street
Twin Lake, MI 49457

Dear Ms. Stanhope:

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 8/17/2022, I found 15 violations. The violations are listed below and explained in the attached report:

R 400.1905(3)(a) Training.

R 400.1905(3)(b) Training.

R 400.1905(3)(c) Training.

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

R 400.1907(1)(a) Child's records.

- R 400.1907(1)(b) Child's records.**
- R 400.1907(2) Child's records.**
- R 400.1916(1) Bedding and sleeping equipment.**
- R 400.1916(4) Bedding and sleeping equipment.**
- R 400.1923 Diapering and toilet learning.**
- R 400.1925(2)(a) Comprehensive background check; fingerprinting.**
- R 400.1925(2)(b) Comprehensive background check; fingerprinting.**
- R 400.1925(2)(c) Comprehensive background check; fingerprinting.**
- R 400.1925(2)(d) Comprehensive background check; fingerprinting.**
- R 400.1945 Emergency; plan; drill.**

Due to the violations, you must send us a corrective action plan by 9/22/2022. 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 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
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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,



Kortney Williams, Licensing Consultant
Child Care Licensing
611 W. Ottawa St.
P.O.Box 30664
Lansing, MI 48909
(231) 463-3177

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DG610380897
Licensee Name:	Kimberly Stanhope
Licensee Address:	3210 5th St. Twin Lake, MI 49457
Licensee Telephone #:	(231) 828-6321
Licensee:	N/A
Name of Facility:	Kimberly Kay Stanhope
Facility Address:	3210 5th Street Twin Lake, MI 49457
Facility Telephone #:	(231) 571-0880
Original Issuance Date:	02/22/2016
Capacity:	12
Age Range:	Ages Birth Thru 12 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 8/17/2022

	No. of Records Reviewed	
No. of children enrolled in care	22	10
No. of assistant caregivers employed	7	4
No. of child care children present at time of inspection	12	
No. of other children present at time of inspection	0	
No. of assistant caregivers present at time of inspection	2	
Licensee present at time of inspection?	No	
Persons Interviewed:	Licensee	<input type="checkbox"/>
	Assistant Caregivers	<input checked="" type="checkbox"/>

Approved child use space: The entire home, which includes the entry way/activity room, snack room, kitchen, living room, bedroom and play room are approved for child use space.

Exiting information (including second floor and basement): There are two exits in the activity room; one leads to the front of the home and the other leads to the backyard. There is also an exit off the living room to the side yard.

Approved variances - No Yes Description:

Key Indicator Inspection: No.

Additional information:

- Pets? No Yes If yes, describe.
- 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

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 there were 12 children in care. When I arrived five children were napping, two children were eating a snack inside, and five children were outside playing on the outdoor play area. The children were appropriately supervised and interacted with by child care staff members.

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 400.1905 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.**

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.

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:
(b) Recognition of and the reporting of child abuse and neglect.**

Ms. Stanhope did not ensure that all staff members had child abuse/neglect training prior to caring for children. No staff members had documentation of child abuse/neglect training.

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:
(c) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.**

Ms. Stanhope did not ensure that six child care staff members had documentation of shaken baby training prior to caring for children.

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. Stanhope did not ensure that any staff members had an abuse/neglect statement.

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. 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.

R 400.1907 Child's records.

(1) Prior to a child's initial attendance, a licensee shall obtain the following documents:

(b) A child in care statement or receipt using a form provided by the department and signed by the parent certifying all of the following:

(i) Receipt of a written disciplinary policy.

(ii) Condition of the child's health.

(iii) Acknowledgement that the parent has been offered either a copy of the licensing rules for a child care home or has been given the website for an electronic copy of these rules.

(iv) Agreement as to who will provide food for the child.

(v) Acknowledgement that firearms are on the premises, if applicable.

(vi) If the child care home was built prior to 1978, then the licensee shall inform the parents of each child in care and all personnel of the potential presence of lead-based paint or lead dust hazards, unless the licensee maintains documentation from a lead testing professional that the home is lead safe.

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.

REPEAT VIOLATION ESTABLISHED

LSR dated 10/19/2020

Corrective Action Plan dated 10/06/2020

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. 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 reviewed had outdated child information cards. Six of the 10 child in care statements were not updated.

REPEAT VIOLATION ESTABLISHED

LSR dated 09/04/2018

Corrective Action Plan dated 09/04/2018

LSR dated 10/19/2020

Corrective Action Plan dated 10/06/2020

R 400.1916 Bedding and sleeping equipment.

(1) All bedding and sleeping equipment must be in accordance with U.S. Consumer Product Safety Commission standards as approved for the age of the child using the equipment and must be clean, comfortable, safe, and in good repair. The standards are available at <http://www.cpsc.gov>.

Ms. Stanhope did not ensure that all sleeping equipment was in good repair. One of her play yards had holes in the side.

R 400.1916 Bedding and sleeping equipment.

(4) All cribs, play yards, or porta-cribs must be equipped with a firm, tight-fitting mattress with a waterproof, washable covering,

as recommended and approved by the U.S. Consumer Product Safety Commission.

Ms. Stanhope did not ensure that all play yards had a firm, tight-fitting mattress.

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.

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.

R 400.1925 Comprehensive background check; fingerprinting.

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

(a) Ensure that each individual who requires an eligibility determination pursuant to subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, www.michigan.gov/ccbc. The form(s) must be signed and dated prior to the individual's appointment to be fingerprinted.

Ms. Stanhope did not ensure that any of her staff members completed a consent form.

R 400.1925 Comprehensive background check; fingerprinting.

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

(b) Maintain a copy of the completed and signed form(s) for each individual entered into the child care background check system under the license.

Ms. Stanhope did not maintain a copy of completed and signed consent forms for any staff members.

R 400.1925 Comprehensive background check; fingerprinting.

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

(c) Provide to the department, upon request, a copy of the individual's completed and signed form(s).

Licensing Consultant