



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

March 9, 2021

Jackie Mendiola
 441 Adams Ave.
 Muskegon, MI 49442

RE: License #: DG610388338

RE: SI LOG #: **Mendiola, Jackie**
441 Adams Ave.
Muskegon, MI 49442

Dear Ms. Mendiola:

This letter is to advise you that the 03/05/2021 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 (7) Training	Ms. Mendiola needs to update her CPR and First Aid.	Will take a class as soon as possible.	4/30/2021
R 400.1907 (1)(a) Child's Records	One child did not have his own child information card and others were missing information.	Ms. Mendiola will have the mothers fill out the cards completely and each child will have their own card.	3/12/2021
R 400.1945 (1)(e) Emergency; plan; drill	Ms. Mendiola did not have updated emergency procedures for crisis management.	Ms. Mendiola will update her emergency procedures to meet current requirements by the department.	04/30/2021

R 400.1903(1)(e) Licensee responsibilities	Ms. Mendiola was not keeping record when her caregiver was there or when she was absent.	Will begin keeping a record of her attendance and her assistant caregiver's absences.	03/12/2021
R 400.1905 (3) Training	Ms. Mendiola did not have her assistant caregiver complete the health and safety trainings that are required by the department.	Ms. Mendiola will have her current assistant caregiver take the health and safety course and all assistants going forward.	04/30/2021
R 400.1905(1) Training	Ms. Mendiola did not complete 10 hours of training in 2019.	Going forward Ms. Mendiola will be sure to get 10 hours of training every year.	04/30/2021
R. 400.1905(2) Training	Ms. Mendiola did not have her assistant caregiver complete 5 hours of training per year.	Going forward Ms. Mendiola will be sure to have her assistant caregivers do 5 hours of training per year.	04/30/2021
R. 400.1919 (2) Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis	The child care staff member did not have an updated medical at renewal.	Ms. Mendiola will have child care staff member get medical clearance and paperwork filled out at ASAP.	04/30/2021

Sincerely,



Tarah Kline, Licensing Consultant
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