



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 13, 2023

Jackie Mendiola  
441 Adams Ave.  
Muskegon, MI 49442

RE: License #: DG610388338  
**Mendiola, Jackie**  
**441 Adams Ave.**  
**Muskegon, MI 49442**

Dear Ms. Mendiola:

*Delete everything below until the signature section. Enter autotext: renewalcover*

Your Group Child Care Home license is renewed. It is valid only at your present address and is nontransferable. If you move, please notify us at least 30 days in advance.

You will be receiving the license in the mail. Please review it for accuracy.

**OR**

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, your license is renewed.

**OR**

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. You have submitted an acceptable written corrective action plan covering the violations cited in the report. Therefore, your license is renewed.

**OR**

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial violations of applicable licensing statutes and rules. Therefore, refusal to renew the license is recommended. You will be notified in writing of the department's intention and your options for resolution of this matter.

**OR**

Attached is the Licensing Study Report for the above referenced facility. Due to one or more rule violations, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and 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.

### **IF INFANT SAFE SLEEP VIOLATIONS**

Due to the infant safe sleep violation(s), you and all of your caregivers must take training on infant safe sleep. This must be included in your corrective action plan. In addition, a follow up inspection may be made to check compliance with the infant safe sleep rules.

#### **UPON RECEIPT OF A CAP – REGULAR LICENSE WILL BE ISSUED**

Upon receipt of an acceptable corrective action plan, a regular license will be issued. If you fail to submit an acceptable corrective action plan, disciplinary action will result.

#### **UPON RECEIPT OF CAP – PROVISIONAL WILL BE ISSUED**

A six-month provisional license is recommended. If you do not contest the issuance of a provisional license, you must indicate so in writing; this may be included in your corrective action plan or in a separate document. If you contest the issuance of a provisional license, you must notify this office in writing and an administrative hearing will be scheduled. Even if you contest the issuance of a provisional license, you must still submit an acceptable corrective action plan.

Please review the enclosed documentation for accuracy and 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 (866) 865-0006.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

Tarah Kline, Licensing Consultant  
Bureau of Community and Health Systems  
Suite 11  
701 S. Elmwood  
Traverse City, MI 49684  
(616) 916-2490

enclosure



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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DG610388338
<b>Licensee Name:</b>	Jackie Mendiola
<b>Licensee Address:</b>	441 Adams Ave. Muskegon, MI 49442
<b>Licensee Telephone #:</b>	(231) 750-7889
<b>Licensee:</b>	N/A
<b>Name of Facility:</b>	Mendiola, Jackie
<b>Facility Address:</b>	441 Adams Ave. Muskegon, MI 49442
<b>Facility Telephone #:</b>	(231) 750-7889
<b>Original Issuance Date:</b>	10/05/2017
<b>Capacity:</b>	14
<b>Age Range:</b>	Ages Birth Thru 12 years

## II. METHODS OF INSPECTION

Date of On-site Inspection(s): 03/07/2023

No. of Records  
Reviewed

No. of children enrolled in care

No. of assistant caregivers employed

No. of child care children present at time of inspection

No. of other children present at time of inspection

No. of assistant caregivers present at time of inspection

Licensee present at time of inspection?

Yes

Persons Interviewed:

Licensee

Assistant Caregivers

Approved child use space:

Exiting information (including second floor and basement):

Approved variances -  No  Yes Description:

Key Indicator Inspection: Indicate yes or 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

### Language for Full Inspection

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.

**-or-**

**Language for Key Indicator Inspection**

This renewal inspection involved a review of applicable key indicator 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 some of the home's records, including staff 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, the child care home was found to be in compliance with all applicable rules and statutes except for the following violations:

**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:**

**(c) A statement signed by a licensed physician or his or her designee that attests to the individual's mental and physical health., and which must be updated as follows:**

**(i) For an applicant or licensee, within 1 year before issuance of the initial license and at the time of subsequent renewals.**

**(ii) For a child care staff member and a child care assistant, within 1 year prior t**

**R 400.1907                      Child's records.**

**(2) Records in subrule (1) of this rule must be reviewed and updated annually or when information changes.**

**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.



