



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 21, 2022

Katharine Owen
28078 Hampden
Madison Hts, MI 48071

RE: License #: DG630062605
Katharine Owen
28078 Hampden
Madison Hts, MI 48071

Dear Ms. Owen:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 06/06/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

The violations that were found are:

R 400.1904a Child care staff member; employment requirements.

(2) Before caring for children at a child care home, an individual shall provide the licensee with all of the following:

- (a) A valid certification in infant, child, and adult CPR.
- (b) A valid certification in first aid.
- (c) Proof of training in the prevention of infectious disease, including immunizations. Hours of training in the prevention of infectious disease from MiRegistry will be allowed to count for training hours to meet this requirement.

On 6/6/2022, Ms. Owen admitted to not having a file for the adult household member and assistant caregiver, Robbie Mueller. There was no verification that he had been

certified in CPR, first aid, or had training in prevention of infectious disease, including immunizations.

**THIS IS A REPEAT VIOLATION
LSR DATED 5/6/2021
CORRECTIVE ACTION PLAN DATED 5/5/2021**

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.
 - (b) Recognition of and the reporting of child abuse and neglect.
 - (c) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

On 6/6/2022, Ms. Owen admitted to not having a file for the adult household member and assistant caregiver, Robbie Mueller. There was no verification that he had completed the required trainings.

**THIS IS A REPEAT VIOLATION
LSR DATED 5/6/2021
CORRECTIVE ACTION PLAN DATED 5/5/2021**

R 400.1905 Training.

- (4) Within 90 days after receiving a child care license or of being hired at a child care home, a licensee, a child care staff member, and a child care assistant shall complete training on all of the following topics:
- (a) Child development.
 - (b) Administration of medication.
 - (c) Prevention of and response to emergencies due to food and allergic reactions.
 - (d) Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
 - (e) Precautions in transporting children.
 - (f) Building and physical premises safety.

(g) All hazards emergency preparedness and response planning.

On 6/6/2022, Ms. Owen admitted to not having a file for the adult household member and assistant caregiver, Robbie Mueller. There was no verification that he had completed the above trainings.

Ms. Owen was not familiar with MiRegistry and did not have an account. She did not have proof that she had completed the health and safety trainings.

**THIS IS A REPEAT VIOLATION
LSR DATED 5/6/2021
CORRECTIVE ACTION PLAN DATED 5/5/2021**

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 to caring for children and at the time of subsequent renewals of the child care home's license.

(d) Other physician attestations and records as required in R 400.1919.

(e) Training records, as defined in R 400.1905(5), which may also be viewed online at MiRegistry during an on-site inspection.

(f) A completed and signed Michigan Child Care Background Check Consent and Disclosure form as required in R 400.1925.

(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.

On 6/6/2022, Ms. Owen admitted to not having a file for the adult household member and assistant caregiver, Robbie Mueller.

**THIS IS A REPEAT VIOLATION
LSR DATED 5/6/2021
CORRECTIVE ACTION PLAN DATED 5/5/2021**

R 400.1945 Emergency; plan; drill.

(1) An applicant or licensee shall have a written emergency response plan for the care of children that must be posted in a conspicuous location within the child care home.

The plan must address the following types of emergencies:

- (a) Fire evacuation.
- (b) Tornado watches and warnings.
- (c) Serious accident or injury.
- (d) Water emergencies, if applicable.
- (e) Crisis management including, but not limited to, all of

the following:

- (i) Intruders.
- (ii) Active shooters.
- (iii) Bomb threats.
- (iv) Other man- or woman-caused events.

On 6/6/2022, Ms. Owen admitted to not writing the required emergency response plans for the care of children.

**THIS IS A REPEAT VIOLATION
LSR DATED 5/6/2021
CORRECTIVE ACTION PLAN DATED 5/5/2021**

R 400.1945 Emergency; plan; drill.

(2) The written plan must include all of the following:

- (a) A plan for evacuation.
- (b) A plan for safely moving children to a relocation site.

- (c) A plan for shelter-in-place.
- (d) A plan for lockdown.
- (e) A plan for contacting parents and reuniting families.
- (f) A plan for continuing operations during or after a disaster.
- (g) A plan for how infants and toddlers will be accommodated in all types of emergencies.
- (h) A plan for how children with special needs will be accommodated in all types of emergencies.
- (i) A plan for how children with chronic medical conditions will be accommodated in all types of emergencies.

On 6/6/2022, Ms. Owen admitted to not writing the required emergency response plans for the care of children.

**THIS IS A REPEAT VIOLATION
LSR DATED 5/6/2021
CORRECTIVE ACTION PLAN DATED 5/5/2021**

Due to the violations, you must send us a corrective action plan by 7/5/2022. 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.

I recommend issuance of a 1st provisional license. If you accept the provisional license, the matter will be forwarded to the disciplinary unit.

During calendar year Enter Previous Year Here:	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 (517) 284-9730.

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

Sincerely,

J. Manchester

Jinelle M. Manchester, Licensing Consultant
 Bureau of Community and Health Systems
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (313) 938-6141

Jacquelin Sharkey

June 21, 2022

Jacquelin Sharkey
 Area Manager

Date