



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 11, 2022

Kelly Branigan
3491 Old 27 South
Gaylord, MI 49735

RE: License #: DG690399250

RE: SI LOG #: **To The Moon & Back Childcare**
3491 Old 27 South
Gaylord, MI 49735

Dear Ms. Branigan:

This letter is to advise you that the 04/08/2022 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(1) Training.	Licensee Kelly Branigan completed only two clock hours of training in 2020 and five and a half clock hours in 2021; Ms. Branigan did not complete the 10 clock hours of training required annually.	Training hours will be completed annually and kept on file.	04/08/2022
R 400.1905(2) Training.	Child care staff member Claudia Pettis completed only four clock hours of training in 2020; Ms. Pettis did not complete the 5 clock hours of training required annually.	Training hours will be completed annually and kept on file.	04/08/2022
R 400.1905(7) Training.	Child care staff member Claudia Pettis did not have current CPR/First Aid certification on file.	First Aid/CPR is on file for Claudia Pettis.	04/08/2022
R 400.1906(1)(c) Records of a licensee; child care staff member; child care assistant.	Child care staff member Claudia Pettis did not have an updated medical clearance on file at renewal.	Physical has been scheduled.	04/15/2022
R 400.1907(1)(a) Child's records.	I reviewed 12 child information cards. The following information was missing: (1) date of admission, (3) mother and or father's employer and or employer telephone number, (4) allergies/special needs/special instructions, (3) physician telephone number and (4) permission for emergency medical treatment.	All information will be fixed.	04/15/2022
R 400.1907(1)(b) Child's records.	I reviewed 12 child in care statements. The following information was missing: (1) section one was incomplete, (1) section two	All paperwork will be fixed and re done.	04/15/2022

	was incomplete, (2) section three was incomplete, (1) parent signature, and (5) provider signature.		
R 400.1907(2) Child's records.	Two child information cards and two child in care statements reviewed were not updated annually as required.	It will be fixed.	03/31/2022
R 400.1915(2) Indoor space; play equipment and materials.	I observed two children sleeping in pack and plays in the master bedroom during the on-site inspection; the master bedroom has not received prior approval for child use by the department.	Master bedroom will not be used until it has been approved for child use.	04/08/2022
R 400.1925(2)(a) Comprehensive background check; fingerprinting.	There was no consent and disclosure form on file for child care staff member Claudia Pettis.	A new form was completed and placed in Claudia Pettis' file.	04/01/2022
R 400.1943(1) Exit requirements for each floor level used by children.	There were three child gates in use during the onsite inspection. Each gate was making exits inaccessible to children.	All 3 gates have been removed.	04/08/2022
R 400.1944(1) Smoke detectors; fire extinguishers.	There was no smoke detector in the master bedroom where I observed children sleeping during the on-site inspection.	A smoke detector will be purchased.	03/31/2022

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,

Cheree Riley

Cheree Riley, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(989) 619-1651