



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 31, 2023

Charlotte Howell  
566 Colorado Ave.  
Marysville, MI 48040

RE: License #: DG740314881  
**Charlotte Howell**  
**566 Colorado Ave.**  
**Marysville, MI 48040**

Dear Mrs. Howell:

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 07/24/2023, I found 13 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- R400.1904a (2) (a) Child care staff member; employment requirements.
- R400.1904a (2) (b) Child care staff member; employment requirements.
- R400.1904a (2) (c) Child care staff member; employment requirements.
- R400.1905 (1) Training
- R400.1905 (2) Training
- R400.1905 (3) (a) Training
- R400.1905 (3) (b) Training
- R400.1905 (3) (c) Training
- R400.1905 (4) (a-g) Training
- R400.1905 (7) Training
- R400.1906 (1) (c) (i) Records of a licensee; child care staff member; child care assistant.
- R400.1906 (1) (c) (ii) Records of a licensee; child care staff member; child care assistant.
- R400.1906 (1) (g) Records of a licensee; child care staff member; child care assistant.

Due to the violations, you must send us a corrective action plan by 08/14/2023. 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.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,



Christine Noel, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30837  
Lansing, MI 48909  
(586) 256-1968  
Enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DG740314881
<b>Licensee Name:</b>	Charlotte Howell
<b>Licensee Address:</b>	566 Colorado Ave. Marysville, MI 48040
<b>Licensee Telephone #:</b>	(810) 531-8459
<b>Licensee:</b>	N/A
<b>Name of Facility:</b>	Charlotte Howell
<b>Facility Address:</b>	566 Colorado Ave. Marysville, MI 48040
<b>Facility Telephone #:</b>	(810) 531-8459
<b>Original Issuance Date:</b>	03/23/2012
<b>Capacity:</b>	12
<b>Age Range:</b>	Ages Birth Thru 8 years

## II. METHODS OF INSPECTION

Date of On-site Inspection(s): 07/24/2023

		No. of Records Reviewed
No. of children enrolled in care	23	10
No. of assistant caregivers employed	4	4
No. of child care children present at time of inspection	10	
No. of other children present at time of inspection	0	
No. of assistant caregivers present at time of inspection	1	
Licensee present at time of inspection?	Yes	
Persons Interviewed:		
Licensee	<input checked="" type="checkbox"/>	
Assistant Caregivers	<input type="checkbox"/>	

Approved child use space: Main floor and basement.

Exiting information (including second floor and basement): The remote exits on the main floor include the front door and back doorwall. There is an approved egress window in the basement.

Approved variances -  No  Yes Description:

Key Indicator Inspection: Indicate yes or no.

### Additional information:

- Pets? No  Yes  If yes, describe.  
1 dog (Husky/Shepard mix) 1 cat
- 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.  
Gas fireplace in the living room, that is not used during child care hours.
- 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, the child care home was found to be in compliance with all applicable rules and statutes except for the following violations:

**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.

I reviewed the files of four child care staff members and none had verification of current infant, child, and adult CPR in their files.

**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:
  - (b) A valid certification in first aid.

I reviewed the files of four child care staff members and none had verification of current first aid certification in their files.

**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:
  - (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.

The four child care staff members did not have the verification that the above training had been completed prior to caring for children.

**R 400.1905            Training.**

(1) A licensee shall complete not less than 10 clock hours of training each calendar year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and infectious disease, including immunizations, training.

Ms. Howell did not have verification of completion of 10 clock hours of training for 2022. She also had not have verification of completed hours thus far for 2023.

**R 400.1905            Training.**

(2) A child care staff member and a child care assistant shall complete not less than 5 clock hours of training each calendar year related to child development and caring for children, not including CPR, first aid, and infectious disease, including immunizations, training.

One child care assistant who had been employed since August 2021 did not have verification of 5 clock hours of training for 2022. There also had not been any completed clock hours of training yet for 2023.

**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.

The four child care staff members did not have verification that the above training had been completed 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.

The four child care staff members did not have verification that the above training had been completed 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:

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

The four child care staff members did not have verification that the above training had been completed prior to caring for children.

**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 biocontaminants.
- (e) Precautions in transporting children.
- (f) Building and physical premises safety.
- (g) All hazards emergency preparedness and response planning.

One child care staff member, who had been employed since August 2021, did not have verification that MiRegistry course 1 or 2 had been completed.

**R 400.1905            Training.**

(7) CPR and first aid training certification must be maintained according to the expiration dates on the individual's certification cards.

Ms. Howell's CPR and first aid training had expired based on the dates on her certification card.

**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.

Ms. Howell did not have an updated medical statement signed by a licensed physician at the time of renewal.

**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:

(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.

The four child care staff members did not have medical statements signed by a licensed physician in their file.

**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.

The four child care staff members did not have a written statement that was signed and dated in their file regarding the above information.

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license.

*Christine Noel*

07/31/2023

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Christine Noel  
Licensing Consultant

Date