



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 12, 2023

Kathryn Matz  
500 E. South Street  
Sturgis, MI 49091

RE: License #: DG750297744

RE: SI LOG #: **Kathryn Matz  
500 E. South Street  
Sturgis, MI 49091**

Dear Ms. Matz:

This letter is to advise you that the 01/11/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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(9)<br>Training. | The department published notices that new health and safety training activities were published in MiRegistry but the licensee did not ensure all personnel completed the activities within six months of the notice. Ms. Matz did not complete the annual refresher trainings in 2020, 2021, and 2022. One child care staff member who has been employed since at | The licensee stated that she and her child care staff member would both make up the training in MiRegistry when the new links are published. | 02/11/2023           |

|  |  |   |            |
|--|--|---|------------|
|  | least 2018, did not complete the annual health and safety training in 2020.  |   |            |
| R 400.1918(5)<br>Medication;<br>administration;<br>procedures. | Medications such as children's pain reliever, prescription medications, Equate pain reliever, Sudafed, and various supplements were located on the kitchen counters and within reach of children. As technical assistance, medications stored on the kitchen table or counter are not considered out of reach of children.   | The licensee stated that she would move all medications to higher than counter height.        | 01/15/2023 |
| R 400.1932(2)<br>Home maintenance<br>and safety.               | Dangerous and hazardous materials were not stored out of reach of children. Air fresheners, Febreze, and Clorox wipes were stored within reach of children in a cabinet under the sink. Aluminum foil and saran wrap with serrated edges were stored in a kitchen drawer within reach of children and did not have a latch. There was also a bleach concentrate near the edge of the counter within reach of older preschool children. | The licensee stated that she would get latches or move the products out of reach of children. | 01/15/2023 |

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 (616) 356-0183.

Sincerely,

*Carrie Harris*

Carrie Harris, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
PO Box 30664  
Lansing, MI 48909  
(269) 615-5617