



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 3, 2019

Elizabeth Mairose  
Peter Pan Preschool Center, Inc.  
PO Box 2  
West Branch, MI 48661

RE: License #: DC650016767  
**Peter Pan Preschool Center, Inc.**  
**374 Third Street**  
**West Branch, MI 48661**

Dear Ms. Mairose:

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.

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 (989) 732-8062.

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

Sincerely,

A handwritten signature in blue ink that reads "Candice Case-French".

Candice Case-French, Licensing Consultant  
Bureau of Community and Health Systems  
931 S Otsego Ave., Suite 3  
Gaylord, MI 49735  
(989) 370-8192

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** DC650016767

**Licensee Name:** Peter Pan Preschool Center, Inc.

**Licensee Address:** 374 Third St  
West Branch, MI 48661

**Licensee Telephone #:** (989) 345-0446

**Licensee/Designee:** Elizabeth Mairose, Designee

**Name of Facility:** Peter Pan Preschool Center, Inc.

**Facility Address:** 374 Third Street  
West Branch, MI 48661

**Facility Telephone #:** (989) 345-0446

**Original Issuance Date:**

**Capacity:** 20

**Age Range:** Ages 2 years 6 months Thru 6 years

**Program Components:** PRESCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 03/20/2019, 04/02/2019  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 03/0/2017  
 Date of Lead Hazard Risk Assessment, if applicable: 10/27/2016  
 Date of Documentation of Playground Compliance, if applicable: 10/27/2016

		No. of Records Reviewed
No. of children enrolled in care	30	16
No. of staff employed	1	1
No. of volunteers	30	30
No. of children present at time of inspection	10	
No. of staff present at time of inspection	1	
No. of volunteers present at time of inspection	2	
No. of children interviewed/observed	13	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The classroom is approved child use space.  
 Approved Program Director: Elizabeth Mairose  
 Approved Central Administrator: None  
 Approved Variances: None  
 Key Indicator Inspection: No

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

This renewal inspection involved a review of all applicable child care center 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 center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8131 Professional development requirements.**

**(5) An on-going professional development plan shall be developed and implemented to include all the training and professional development required by the child care center administrative rules.**

A professional development plan was not developed and implemented. Licensee designee Elizabeth Mairose stated she was unsure of what should be included in the professional development plan.

REPEAT VIOLATION ESTABLISHED  
LSR Dated 04/10/2017  
Corrective Action Plan Dated 04/04/2017

**R 400.8143 Children's records.**

**(1) At the time of the child's initial attendance, the center shall obtain a child information card, using a form provided by the department or a comparable substitute, completed and signed by the parent, and the center shall keep it on file and accessible in the center.**

I reviewed 16 child information cards. None of the cards had the admission date completed. Ms. Mairose stated that she is aware that the cards must be fully completed including admission dates.

REPEAT VIOLATION ESTABLISHED  
LSR Dated 04/10/2017  
Corrective Action Plan Dated 04/04/2017

**R 400.8143 Children's records.**

**(3) At the time of initial attendance, 1 of the following shall be obtained and kept on file and accessible in the center for children under school-age:**  
**(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of community health.**

I reviewed 16 children's files. Out of the 16 files reviewed, three files were missing a certificate of immunizations. Ms. Mairose stated that she has requested immunization records from all families. She is aware that a certificate of immunizations must be on file for each child.

**R 400.8146 Information provided to parents.**

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(h) Parent notification plan for accidents, injuries, incidents, illnesses.

The parent information packet does not include a parent notification plan for accidents, injuries, incidents, and illnesses. Ms. Mairose was unaware that a notification plan needed to be included in the parent information packet.

I observed free play, snack, large group, small group, and departure. The caregivers were nurturing and quick to respond to the individual needs of children in care.

I provided technical assistance and consultation on evacuation times for fire drills, adding staff/volunteer illness policy to handbook, updating the criminal history notice, and indicating MWF or TTh on the attendance records.

A corrective action plan was requested and approved on 04/02/2019. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

**IV. RECOMMENDATION**

I recommend issuance of a regular license to this child care center.

*Candice Case-French*

April 3, 2019

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Candice Case-French  
Licensing Consultant

Date