



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

September 3, 2020

April Kehrer
3031 Azalea Dr.
Interlochen, MI 49643

RE: License #: DF280332882
April Kehrer
3031 Azalea Dr.
Interlochen, MI 49643

Dear Ms. Kehrer:

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 08/20/2020, I found 24 violation(s) listed below and explained in the attached report:

MCL 722.113g(2)	Licensing notebook.
R 400.1903(8)(a)	Licensee responsibilities.
R 400.1903(8)(b)	Licensee responsibilities.
R 400.1905(1)	Training.
R 400.1907(1)(a)	Child's records.
R 400.1907(1)(b)	Child's records.
R 400.1907(2)	Child's records.
R 400.1915(5)	Indoor space; play equipment and materials.
R 400.1918(7)	Medication; administration; procedures.
R 400.1921(4)(a)	Water hazards; water activities.
R 400.1921(4)(b)	Water hazards; water activities.
R 400.1921(4)(c)	Water hazards; water activities.
R 400.1921(10)(b)	Water hazards; water activities.
R 400.1923(2)(e)	Diapering and toilet learning.
R 400.1932(1)	Home maintenance and safety.
R 400.1932(2)	Home maintenance and safety.

- R 400.1932(4) Home maintenance and safety.
- R 400.1933(4) Water supply; sewage disposal; water temperature.
- R 400.1934(4) Heating; ventilation; lighting; radon.
- R 400.1936(5) Animals and pets.
- R 400.1945(1) Emergency; plan; drill.
- R 400.1945(2) Emergency; plan; drill.
- R 400.1952(2) Child transportation; parent permission; child information card; required when off-premises.
- R 400.1952(3) Child transportation; parent permission; child information card; required when off-premises.

Due to the violations, you must send us a corrective action plan by 09/23/2020. 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.

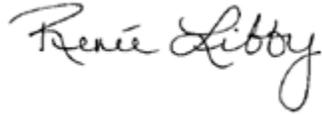
I recommend issuance of a 1st Provisional license. If you accept the provisional license, you must sign and return the enclosed waiver form. If you do not accept the provisional license, the matter will be forwarded to the disciplinary unit.

During calendar year 2019:	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

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 (231) 922-5309

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

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby".

Renee Libby, Licensing Consultant
Bureau of Community and Health Systems
Suite 11
701 S. Elmwood
Traverse City, MI 49684
(231) 357-3087

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DF280332882
Licensee Name:	April Kehrer
Licensee Address:	3031 Azalea Dr. Interlochen, MI 49643
Licensee Telephone #:	(231) 233-2011
Licensee:	N/A
Name of Facility:	April Kehrer
Facility Address:	3031 Azalea Dr. Interlochen, MI 49643
Facility Telephone #:	(231) 233-2011
Original Issuance Date:	08/02/2012
Capacity:	6
Age Range:	Ages Birth Thru 12 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 08/20/2020

	No. of Records Reviewed
No. of children enrolled in care	6
No. of assistant caregivers employed	0
No. of child care children present at time of inspection	4
No. of other children present at time of inspection	2
No. of assistant caregivers present at time of inspection	0
Licensee present at time of inspection?	Yes
Persons Interviewed: Licensee	<input checked="" type="checkbox"/>
Assistant Caregivers	<input type="checkbox"/>

Approved child use space: The living room, kitchen/dining area, the primary bedroom, and second bedroom next to the bathroom approved for child use.

Exiting information (including second floor and basement): There are two remotely located exits from the home. The front door leads to the front yard of the home. A remotely located sliding door at the back of the home provides a second direct means of egress to the back yard.

Approved variances - No Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No Yes If yes, describe.
There are two dogs and one rabbit in the home, and six chickens in coops in the back yard.
- 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.
- 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 renewal inspection, I observed four children in care during television time, free play, bodily care routines, and lunch. Ms. Kehrer engaged in positive interactions with children using appropriate guidance and redirection when needed.

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

MCL 722.113g Licensing notebook.

(2) The licensing notebook described in subsection (1) shall include the reports from all licensing inspections, renewal inspections, special investigations, and corrective action plans. The licensing notebook shall also include a summary sheet outlining the reports contained in the licensing notebook. The information in the licensing notebook shall be updated as provided by the department.

Ms. Kehrer did not maintain a licensing notebook with reports from all licensing inspections and corrective action plans with a summary sheet outlining the reports. Ms. Kehrer stated that she was not good with paperwork which was why her licensing notebook was not properly maintained.

R 400.1903 Licensee responsibilities.

(8) To comply with section 3c of the act, MCL 722.113c, a licensee shall have a policy and procedure on smoking and vaping that includes all of the following:
(a) Ensure that smoking and vaping do not occur in child-use space, on the premises of a child care home while children are in care, and in a vehicle when used to transport children who are in care.

Ms. Kehrer did not have a policy and procedure on smoking and vaping that included ensuring that smoking and vaping do not occur in child-use space, on the premises of a child care home while children are in care, and in a vehicle when used to transport children who are in care. Updated "Child in Care Statements" containing the policy and procedure for smoking and vaping were not on file for enrolled families. Ms. Kehrer stated that she was unaware of the new child care licensing rules requiring this information because she did not receive a rule book in the mail when it was published.

R 400.1903 Licensee responsibilities.

- (8) To comply with section 3c of the act, MCL 722.113c, a licensee shall have a policy and procedure on smoking and vaping that includes all of the following:
 - (b) Conspicuously post on the premises a notice stating that smoking and vaping are prohibited on the premises during child care hours.

Ms. Kehrer did not post a notice in a conspicuous location stating that smoking and vaping are prohibited on the premises during child care hours. Ms. Kehrer stated that she took her no smoking sign down when she repainted. She was unaware of the new rule for adding no vaping to the no smoking posting.

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. Kehrer did not complete 10 clock hours of training each calendar year on child development, program planning, and administrative management for a child care business as outlined in the rule. Ms. Kehrer stated that she was not sure she was going to renew her child care license, so she did not take any training in 2019. In 2018, Ms. Kehrer had 3 hours of training documented.

R 400.1907 Child's record.

- (1) Prior to a child's initial attendance, a licensee shall obtain the following documents:
 - (a) A completed child information card on a form provided by the department or a comparable substitute approved by the department.

Ms. Kehrer did not maintain a completed child information card for each enrolled child. One enrolled child did not have a child information card on file. Ms. Kehrer

stated that she obtained a completed child information card at the time of the child's initial enrollment. She was unable to find the child's file at the time of the renewal inspection.

REPEAT VIOLATION ESTABLISHED
LSR Dated 09/10/2018
Corrective Action Plan Dated 09/06/2018

R 400.1907 **Child's records.**

- (1) Prior to a child's initial attendance, a licensee shall obtain the following documents:
- (b) A child in care statement or receipt using a form provided by the department and signed by the parent certifying all of the following:
 - (i) Receipt of a written disciplinary policy.
 - (ii) Condition of the child's health.
 - (iii) Acknowledgement that the parent has been offered either a copy of the licensing rules for a child care home or has been given the website for an electronic copy of these rules.
 - (iv) Agreement as to who will provide food for the child.
 - (v) Acknowledgement that firearms are on the premises, if applicable.
 - (vi) If the child care home was built prior to 1978, then the licensee shall inform the parents of each child in care and all personnel of the potential presence of lead-based paint or lead dust hazards, unless the licensee maintains documentation from a lead testing professional that the home is lead safe.

Ms. Kehrer did not obtain a complete "Child in Care Statement" for all enrolled children. One child did not have a "Child in Care Statement" on file. One child's form was missing food agreement information in Section 4. Three forms were not signed by Ms. Kehrer.

REPEAT VIOLATION ESTABLISHED
LSR Dated 09/10/2018
Corrective Action Plan Dated 09/06/2018

R 400.1907 **Child's records.**

- (2) Records in subrule (1) of this rule must be reviewed and updated annually or when information changes.

Ms. Kehrer did not ensure child information cards and “Child in Care Statements” were updated annually or when information changed. Of the five child records reviewed, none of them were updated annually. One family’s living situation changed, but the child’s information card was not updated.

REPEAT VIOLATION ESTABLISHED
LSR Dated 09/10/2018
Corrective Action Plan Dated 09/06/2018

R 400.1915 Indoor space; play equipment and materials.

(5) As required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065, a licensee shall conspicuously post in the child care home an updated copy of the list of recalled or unsafe children's products that is provided by the department through its Michigan Child Care Matters (MCCM) online newsletter and available at the department's website www.michigan.gov/mccmatters.

Ms. Kehrer did not post the recall list of unsafe children’s products in a conspicuous location. Ms. Kehrer stated that she did not repost the recall list after she painted her living room.

R 400.1918 Medication; administration; procedures.

(7) A record of the date, time, and the amount of all medication given or applied must be maintained on a form provided by the department or a comparable substitute approved by the department.

Ms. Kehrer administered Tylenol to a child without recording the date, time, and amount of medication given using a form provided by the department or a comparable substitute.

R 400.1921 Water hazards; water activities.

(4) A wading pool may be used when all of the following requirements are met:
(a) It is clean and free of debris.

Ms. Kehrer did not ensure the wading pool used by child care children was clean and free of debris. The wading pool in outdoor play area contained yellow-colored standing water, dead insects, and debris from trees.

R 400.1921 Water hazards; water activities.

- (4) A wading pool may be used when all of the following requirements are met:
 - (b) It is emptied and cleaned after each play period or immediately when it becomes dirty or contaminated.

Ms. Kehrer did not empty and clean the wading pool after each play period and immediately when it became dirty or contaminated. The water in the wading pool was dirty and contaminated. Ms. Kehrer stated that she had not emptied the water in the wading pool after it was used several days earlier.

R 400.1921 Water hazards; water activities.

- (4) A wading pool may be used when all of the following requirements are met:
 - (c) It remains empty at all times when not in use.

Ms. Kehrer did not empty the wading pool when it was not in use. Ms. Kehrer stated that she had not used the wading pool for several days.

R 400.1921 Water hazards; water activities.

- (10) A licensee shall obtain and keep on file written permission from a child's parent for the child's participation in either of the following:
 - (b) Once per season for water activities occurring on the child care home premises.

Ms. Kehrer did not obtain seasonal written permission from a child's parent for his/her participation in water play activities on the child care home premises. None of the children who used the wading pool had water play permission on file.

R 400.1923 Diapering and toilet learning.

- (2) The designated changing area must comply with all of the following:
 - (e) Be cleaned and sanitized after each use.

Ms. Kehrer did not ensure that the designated changing area was cleaned and sanitized after each use. Ms. Kehrer used soapy water and bleach water in her diapering area. She was not rinsing the soapy water before the sanitizing step as required.

REPEAT VIOLATION ESTABLISHED
LSR Dated 09/10/2018
Corrective Action Plan Dated 09/06/2018

R 400.1932 Home maintenance and safety.

(1) The structure, premises, and furnishings of a child care home must be in good repair and maintained in a clean, safe, and comfortable condition.

Ms. Kehrer did not ensure the premises was maintained in a clean, safe, and comfortable condition. There was broken lattice with protruding screws on the bottom of the deck in the outdoor play area. The gas grill with a connected propane tank, located in the outdoor play area, was uncovered and accessible to children.

R 400.1932 Home maintenance and safety.

(2) All dangerous and hazardous materials or items must be stored securely and out of the reach of children.

Ms. Kehrer did not ensure all dangerous and hazardous materials or items were stored securely and out of the reach of children. Sharp knives, a pizza cutter, a cork screw with a sharp point, and household cleaners were accessible to children in the kitchen. Personal care items, shampoos, body wash, and topical hot/cold therapy medication with labels stating "keep out of the reach of children" were accessible to children in the bathroom.

R 400.1932 Home maintenance and safety.

(4) A handrail is required for 3 or more steps, or a total rise of 24 inches or more.

Ms. Kehrer did not install a handrail on her deck that has 3 steps and a total rise of 24 inches. She stated that a handrail was installed, but the tie-out lines for her dogs kept getting stuck on it, so she had to remove it to keep them from getting strangled.

REPEAT VIOLATION ESTABLISHED
LSR Dated 09/10/2018
Corrective Action Plan Dated 09/06/2018

R 400.1933 Water supply; sewage disposal; water temperature.

(4) Hot water temperature must not exceed 120 degrees Fahrenheit at water faucets accessible to children.

The hot water temperature at the child-use sink in the bathroom was 125.2 degrees Fahrenheit.

REPEAT VIOLATION ESTABLISHED
LSR Dated 09/10/2018
Corrective Action Plan Dated 09/06/2018

R 400.1934 Heating; ventilation; lighting; radon.

(4) A licensee shall test the child care home for the concentration of radon gas before the initial license is issued and every 4 years thereafter at the time of license renewal.

Ms. Kehrer did not test the child care home for radon gas every 4 years at the time of license renewal. Ms. Kehrer stated she was unaware of the rule requiring radon testing every 4 years at renewal.

R 400.1936 Animals and pets.

(5) Litter boxes, pet food, pet dishes, and pet toys must be inaccessible to children.

Ms. Kehrer did not ensure pet food and pet dishes were inaccessible to children. Dog food and a water dish were accessible to children in the area adjacent to the dining space used by child care children.

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.

Ms. Kehrer did not have a written emergency response plan for the care of children posted in a conspicuous location within the child care home. Ms. Kehrer did not repost her emergency plans after repainting the living room. She was unaware of the rule requiring the posting of a crisis management plan for intruders, active shooters, bomb threats, and other man- or woman-caused events.

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.

Ms. Kehrer did not have written emergency plans covering evacuation, safely moving children to a relocation site, sheltering-in-place, lockdown, contacting parents and reuniting families, continuing operations after a disaster, infant, toddler and children with special needs, or medical condition accommodations for each type of emergency. Ms. Kehrer stated that she was unaware of the rules outlining these emergency plan requirements.

R 400.1952 Child transportation; parent permission; child information card; required when off-premises.

(2) At the time of initial enrollment, a licensee shall obtain written permission from a child's parent for the child to go on field trips that do not involve a vehicle including, but not limited to, walking to a park or in the neighborhood.

Ms. Kehrer did not obtain written permission from a child's parent for walking field trips. Two children did not have walking field trip permissions on file at the time of the renewal inspection.

R 400.1952 Child transportation; parent permission; child information card; required when off-premises.

(3) A licensee shall have a copy of each child's information card and a first aid kit, containing the items listed in R 400.1951(9), accessible at all times when children leave the premises.

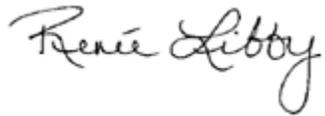
Ms. Kehrer did not have copies of each child's information card or a first aid kit containing the items listed in R 400.1951(9) accessible at all times when children went on walking field trips around the neighborhood. Ms. Kehrer stated that she was unaware of the rule requiring these items when she took children off-premises.

Technical Assistance was provided on the following:

- Completing CPR and 1st aid training as soon as possible
- COVID-19 plans and Guidelines for safe child care operations. Handouts from the Department were provided
- CACFP meal requirements
- Handwashing after meals
- Play yard/Pack and Play mats
- Ensuring that dog feces is picked up before children play outside
- Topical and water play permissions. Example forms were provided.
- Medication administration forms were provided.
- Emergency plans/postings. Sample emergency plans were provided.
- Quarterly fire and biannual tornado drills. A new form for documenting quarterly and biannual drills was provided.

IV. RECOMMENDATION

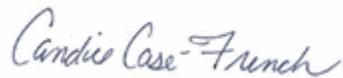
Upon receipt of an acceptable corrective action plan, I recommend modification of the current status of the license to provisional.



09/03/2020

Renee Libby
Licensing Consultant

Date



09/03/2020

Candice Case-French
Area Manager

Date