



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 21, 2022

Lacey Walbrook
Otsego Public Schools
400 Sherwood Street
Otsego, MI 49078

RE: License #: DC030291134
Learn N' Grow Preschool/B.A.S.E.
538 Washington Street
Otsego, MI 49078

Dear Ms. Walbrook:

This letter is to advise you that the 06/21/2022 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 400.8110(4) Applicant; licensee; licensee designee; requirements.	Renewal inspection report dated 7/1/2020, corrective action plan dated 6/25/2020 and interim inspection report 5/13/2021 were not found in the licensing notebook.	Reports were added to the licensing notebook.	6/6/2022
R 400.8110(6) Applicant; licensee; licensee designee; requirements.	A record of arrival and departure times for each staff member was not maintained.	Staff will sign in at arrival and out at departure each day.	5/12/2022

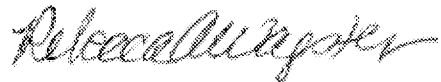
R 400.8112(2)(a) Comprehensive background check; fingerprinting.	Consent and disclosure documentation was not on file for one staff member.	Consent and disclosure documentation was located and placed in staff member's file.	6/3/2022
R 400.8119(2)(d) Site supervisor; qualifications; responsibilities.	Site supervisor had 11 hours of school age training on file.	Site supervisor will complete 5 hours of school age training.	8/16/2022
R 400.8125(5) Staff; volunteer; requirements.	Two staff members did not sign written abuse and neglect statements.	Written abuse and neglect statements were located/completed and placed in staff members' files.	6/3/2022
R 400.8128 Staff; volunteer; tuberculosis.	Verification of freedom from communicable tuberculosis was not on file for three staff members.	Staff members will provide verification of freedom from communicable tuberculosis.	8/8/2022
R 400.8131(6) Professional development requirements.	One staff member did not complete 16 hours of professional development in 2020 or 2021.	Staff member will complete 16 hours of professional development annually.	8/16/2022
R 400.8173(2) Equipment.	A product recall list had not been posted.	A product recall list was posted.	6/3/2022

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,

A handwritten signature in cursive script, appearing to read "Rebecca Wagster".

Rebecca Wagster, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(269) 615-6055