



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 2, 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:

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](#).

R 400.8110(4)	Applicant; licensee; licensee designee; requirements.
R 400.8110(6)	Applicant; licensee; licensee designee; requirements.
R 400.8112(2)(a)	Comprehensive background check; fingerprinting.
R 400.8119(2)(d)	Site supervisor; qualifications; responsibilities.
R 400.8125(5)	Staff; volunteer; requirements.
R 400.8128	Staff; volunteer; tuberculosis.
R 400.8131(6)	Professional development requirements.
R 400.8173(2)	Equipment.

During the renewal inspection on 5/11/2022, I found 8 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

Due to the violations, you must send us a corrective action plan by 6/21/2022. 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.

During calendar year 2021:	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 (517) 284-9730.

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

Sincerely,



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

enclosure

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

I. IDENTIFYING INFORMATION

License #: DC030291134

Licensee Name: Otsego Public Schools

Licensee Address: 400 Sherwood Street
Otsego, MI 49078

Licensee Telephone #: (269)694-7469

Licensee/Designee: Lacey Walbrook, Designee

Name of Facility: Learn N' Grow Preschool/B.A.S.E.

Facility Address: 538 Washington Street
Otsego, MI 49078

Facility Telephone #: (269) 694-7469

Original Issuance Date: 09/13/2007

Capacity: 80

Age Range: Ages 3 years 0 months Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE
BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 05/11/2022
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 05/13/2022
 Date of Lead Hazard Risk Assessment, if applicable: 03/01/2018
 Date of Documentation of Playground Compliance, if applicable: 05/14/2010

		No. of Records Reviewed
No. of children enrolled in care	90	20
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	54	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	54	
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: Rooms 111, 113 and the gymnasium located at Washington Street Elementary School.
 Approved Program Director: Lacey Walbrook
 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 400.8110 Applicant; licensee; licensee designee; requirements.

(4) There must be a licensing notebook on the premises that includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook. The notebook must be in a place accessible to parents and prospective parents at all times during the center's normal hours of operation.

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.

R 400.8110 Applicant; licensee; licensee designee; requirements.

(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

A record of arrival and departure times for each staff member was not maintained.

R 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:
(a) Ensure that each individual who requires an eligibility determination under subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, www.michigan.gov/ccbc. The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.

Consent and disclosure documentation was not on file for one staff member.

R 400.8119 Site supervisor; qualifications; responsibilities.

(2) Site supervisors shall meet all of the following requirements:
(d) Have completed 15 clock hours, 1 semester hour, or 1.5 CEUs of documented school-age training.

Site supervisor had 11 hours of school age training on file.

R 400.8125 Staff; volunteer; requirements.

(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

(a) The individual is aware that abuse and neglect of children is against the law.

(b) The individual has been informed of the center's policies on child abuse and neglect.

(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Two staff members did not sign written abuse and neglect statements.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

Verification of freedom from communicable tuberculosis was not on file for three staff members.

R 400.8131 Professional development requirements.

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

(a) Child development and learning.

(b) Health, safety, and nutrition.

(c) Family and community collaboration.

(d) Program management.

(e) Teaching and learning.

(f) Observation, documentation, and assessment.

(g) Interactions and guidance.

(h) Child care center administrative rules.

One staff member did not complete 16 hours of professional development in 2020 or 2021.

R 400.8173

Equipment.

(2) The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.

A product recall list had not been posted.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, a regular license will be issued.



6/2/2022

Rebecca Wagster
Licensing Consultant

Date