



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

3/12/2024

Tonia Dupuie
Bellaire Preschool & Kid's Club
6535 John R. Rodgers Road, Bellaire, MI, , 49615

License Number: DC050314164

Dear Tonia Dupuie,

This letter is to advise you that the 3/12/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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 400.8112(2)(f) | Licensee designee Tonia Dupuie did not ensure that child care staff members no longer associated with the license were immediately disconnected in child care background check (CCBC) system. Two child care staff members no longer working at the center were not disconnected from the CCBC system. | LD/PD Tonia Dupuie asked HR at KMHC if she could be added as a second user in the CCBC system. In the future, when a staff member puts in their resignation, the LD/PD will email HR to request them to be disconnected, or if access is granted, the LD/PD will immediately disconnect that individual from the CCBC. The two individuals no longer working at the center were disconnected by HR on 3/2024. | 3/1/2024 |

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| R 400.8131(6) | Two child care staff members did not complete 16 hours of professional development annually. One child care staff member completed 14 hours of professional development in 2022 and 14.5 hours in 2023. The other individual completed 14.5 hours of professional development in 2023. | The LD/PD will check training hours in October to ensure each child care staff member completes 16 hours of training by the end of each year. The LD/PD will make a plan with each staff member to complete the required hours if training hours are not completed by October. | 3/1/2024 |
| R 400.8131(10) | One child care staff member did not complete first aid training or certification within 90 days of hire in 2023. Licensee designee Tonia Dupuie stated that the licensee started a new training process for CPR and first aid certification last year and she was unaware that first aid training was not included in the training that the new staff member received in February of 2023. | The LD/PD solidified the new training/Certification process for CPR and first aid and will make sure each staff member is trained or certified in CPR and First aid prior to the 90-day mark. | 3/1/2024 |
| R 400.8131(12) | One child care staff member did not complete the 2023 health and safety refresher within 6 months of notice. The child care staff member stated that she was certain she completed the training, but it never showed up on her learning record in Michigan Virtual or in MiRegistry. MiRegistry directed her to contact Michigan Virtual. She reached out to Michigan Virtual and has not yet heard back from them. | When checking training hours in October, the LD/PD will make sure all staff have completed the Health and Safety Refresher before the due date. The current child care staff member will complete the 2023 refresher by 3/15/2024. | 3/1/2024 |

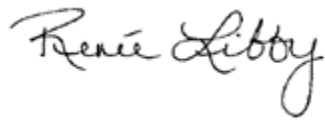
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|---------------|---|--|----------|
| R 400.8143(3) | Two children did not have documentation of immunizations on file at the time of their initial attendance. One child's health appraisal had immunizations listed, but it was invalid because it was not signed by the health care provider. The other child did not have documentation of immunizations on file. | The LD/PD will require physicals and immunizations prior to each child's date. The LD/PD will check all child files to make sure a complete physical and immunization record is file by the child's start date. A current immunization record was obtained on 3/1/2024 for the child missing it. | 3/1/2024 |
| R 400.8143(6) | Two children did not have evidence of a physical evaluation on file within 30 days of initial attendance. One child's health appraisal was not valid because it was not signed by the health care provider. The other child's health appraisal was obtained more than 60 days after their initial date of attendance. | The LD/PD will require physicals prior to each child's start date. The LD/PD reached out to the family to obtain a valid physical on 3/4/2024. A valid physical will be on file with a doctor's signature and date by 3/22/2024. | 3/1/2024 |
| R 400.8143(1) | Five of sixteen child information cards reviewed were missing required information such as parent work and work phone number, and physician's phone number. | The LD/PD will have the GSRP lead teacher double check after they received that the child information cards are not missing any information. Current information cards will be complete and updated by parents with missing information filled in by 3/15/2024. | 3/1/2024 |

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 Renee Libby at (231) 357-3087 or libbyr@michigan.gov. In the event that Renee Libby is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby". The signature is written in black ink and is positioned below the word "Sincerely,".

Renee Libby, Licensing Consultant