



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

March 29, 2023

Zechariah Hoyt
 YMCA of Greater Michiana, Inc.
 905 N. Front St.
 Niles, MI 49120

RE: License #: DC110405183

RE: SI LOG #: **Northside Child Development Center
 2020 North Fifth Street
 Niles, MI 49120**

Dear Mr. Hoyt:

This letter is to advise you that the 03/28/2023 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
722.115n (1)	I reviewed 10 child care staff member files. One child care staff member did not complete a comprehensive background check prior to becoming a child care staff member.	Staff and unsupervised staff will complete a comprehensive background check before they have access to children. This will be reviewed annually by the director or assistant director or on an as needed basis.	Completed
R 400.8112 (2)(e)	The center is not maintaining the disconnection of child care staff members within the Child Care Background Check (CCBC) System.	Director or assistant director will disconnect/connect staff immediately in the CCBC system upon termination/onboarding of employment or upon moving to a different department with the	Completed

	There are approximately 22 individuals including three program directors connected through the CCBC system that are not listed on the staffing plan.	organization. The CCBC will be reviewed bi-annually and kept up to date on an as needed basis.	
R 400.8125 (5)	Five unsupervised volunteers did not have files at the center to review that included a written statement signed and dated regarding abuse and neglect of children.	All staff and volunteers will review, sign and date and abuse and neglect statement before they have access to children. All volunteer files will be kept in the staff licensing binder under the volunteer tab. This will be reviewed annually or as needed by director or assistant director.	Completed
R 400.8131 (12)	I reviewed 10 child care staff files. Three of 10 child care staff members did not complete required health and safety training refresher courses.	All incoming staff will complete health and safety and required refresher courses within the first two days of employment, prior to working with children. All present staff will complete required refresher courses during annual orientation in august.	Completed - August
R 400.8143 (1)	Ten child files were reviewed. Eight of 10 files were missing information including employer name, employer number, physician information, allergies, and emergency permission.	All child information records will be reviewed at the time of enrollment and quarterly by classroom staff and families. Staff was given an example of a fully completed child information record to use as a guide when reviewing their student records.	Completed
R 400.8161 (5)	A fire drill was not conducted during the quarters of December 2021-February 2022 and December 2022-February 2023.	Lara drill requirements were reviewed by director and assistant director. New emergency drill schedule has been created for upcoming school year that meets lara licensing requirements.	Completed

R 400.8320 (1)	Five classrooms were storing snacks and beverages including pretzels, snack bars, and juice boxes that were expired. Expiration dates varied between December 2022 and March 2023.	All expired food and beverages were removed from the classrooms and disposed of. Classroom staff will monitor the expiration dates if there is food stored in their classroom.	Completed
R 400.8380 (1)	Two classrooms had items that posed a threat to health and safety stored accessible to children including Lysol wipes, disinfectant spray, hand soap, and serrated edges of foil.	All hazardous items that were stored in classrooms have been removed or relocated to an area that is out of reach to children. Classroom staff will maintain this standard moving forward.	Completed

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,



Amy Steger, Licensing Consultant
 Child Care Licensing Bureau
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 Lansing, MI 48909
 (269) 568-2915