



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 19, 2023

Cynthia Hutson
Branch Intermediate School District
370 Morse Street
Coldwater, MI 49036

RE: License #: DC120303553
Branch Co. Head Start Quincy
44 East Liberty Street
Quincy, MI 49082

Dear Ms. Hutson:

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](#). As a result of the renewal inspection on 4/18/2023, I did not find any rule or law violations. You will receive your regular license in the mail.

During the renewal inspection on 4/18/2023, I found two violations listed below and explained in the attached report:

R 400.8112(2)(b) Comprehensive background check; fingerprinting

R 400.8330(10) Food services and nutrition generally.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

During calendar year 2022:	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
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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,



Charnell Lennox, Licensing Consultant
611 W. Ottawa
P.O Box 30837
Lansing, MI 48909

enclosure

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

I. IDENTIFYING INFORMATION

LicenseLicense #:	DC120303553
Licensee Name:	Branch Intermediate School District
Licensee Address:	370 Morse Street Coldwater, MI 49036
Licensee Telephone #:	(517) 279-5830
Licensee/Designee:	Cynthia Rowe, Designee
Name of Facility:	Branch Co. Head Start Quincy
Facility Address:	44 East Liberty Street Quincy, MI 49082
Facility Telephone #:	(517) 639-3130
Original Issuance Date:	09/11/2009
Capacity:	54
Age Range:	Ages 3 years 0 months Thru 5 years 0 months
Program Components:	GSRP TRANSPORTATION PRESCHOOL HEAD START FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/18/2023
Date of Environmental Health Inspection: 09/01/2022
Date of Fire Safety Inspection: 02/07/2023
Date of Lead Hazard Risk Assessment, if applicable: 07/13/2009
Date of Documentation of Playground Compliance, if applicable: 04/05/2013

		No. of Records Reviewed
No. of children enrolled in care	36	36
No. of staff employed	6	6
No. of volunteers	0	0
No. of children present at time of inspection	33	
No. of staff present at time of inspection	6	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	33	
Persons Interviewed:		
Licensee/Licensee Designee	☐	
Program Director	☒	
Caregiving staff	☒	

Approved Child Use Space: The center utilizes two classroom inside of Quincy Elementary School.

Approved Program Director: Susan Hartwell

Approved Central Administrator: Cynthia Huston-Rowe

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 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

Consent and Disclosure forms were not on file for two child care staff members and must be on file.

R 400.8330 Food services and nutrition generally.

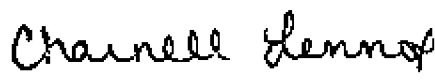
(10) Menus must be planned in advance, dated, and posted in a place visible to parents. Food substitutions must be noted on the menus the day the substitution occurs.

The menu's were hanging inside a cupboard and must be posted in a place visible to parents.

A corrective action plan was requested and approved on 04/19/2023. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.

 4/19/2023

Charnell Lennox
Licensing Consultant

Date