



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

November 14, 2022

Jeanette Davis  
Woodlawn Preschool  
1175 W. Territorial  
Battle Creek, MI 49015

RE: License #: DC130016361  
2022D0217018  
RE: SI LOG #: **Woodlawn Preschool**  
**1175 W Territorial**  
**Battle Creek, MI 49015**

Dear Ms. Davis:

This letter is to advise you that the 11/11/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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 400.8112(1)(c)<br>Comprehensive background check; fingerprinting | Child care staff members have been working at the child care prior to the department determining the individuals eligibility.      | All staff assure that eligibility it determined prior to working at the child care.           | This will be completed and ongoing.                 |
| R 400.8112(2)(e)<br>Comprehensive background check; fingerprinting | The child care facility has not accurately maintained the connection and disconnection of individuals associated with the license. | The accurate connection/disconnection will be accurately maintained.                          | This will be completed with in 30 days and ongoing. |
| R 400.8112(3)<br>Comprehensive background check; fingerprinting    | Child care staff members requiring supervision only pending eligibility determination by the                                       | Child care staff members with supervision only will be appropriately supervised at all times. | Completed and ongoing.                              |

|                                                                        |                                                                                                                                                                                                                                        |                                                                                                                    |                        |
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|                                                                        | department have not been supervised at all times by child care staff members who have been determined eligible.                                                                                                                        |                                                                                                                    |                        |
| R 400.8113(1)<br>Program director qualifications; responsibilities.    | The child care facility hired a new program director, Gilbert Ortiz prior to submitting the required 001 form or credentials for review and approval.                                                                                  | All forms will be submitted to the department prior to hiring.                                                     | Completed and ongoing. |
| R 400.8113(2)(a)<br>Program director qualifications; responsibilities. | The child care has been operating without an approved program director present at the child care full time as required.                                                                                                                | The program will have an approved PD on site as required.                                                          | Completed and ongoing. |
| R 400.8113(7)<br>Program director qualifications; responsibilities.    | The child care facility has been operating for several months without an approved program director meeting the educational requirements.                                                                                               | An approved PD will meet requirements.                                                                             | Completed and ongoing. |
| R 400.8113(9)<br>Program director qualifications; responsibilities.    | The child care facility has been operating without an approved program director meeting the child care administration requirement.                                                                                                     | The approved PD will have the administration requirement,                                                          | Completed and ongoing. |
| R 400.8131(2)<br>Professional development requirements.                | Child care staff members working with infants and toddlers do not have documentation confirming their training in prevention of sudden infant death syndrome and use of safe sleep practices prior to caring for infants and toddlers. | All child care staff working with infants will have the required trainings before caring for infants and toddlers. | Completed and ongoing, |
| R 400.8131(3)<br>Professional development requirements.                | Child care staff members and unsupervised volunteers working directly with children do not have documentation confirming their training in prevention of shaken baby syndrome,                                                         | All child care staff members will have the required training.                                                      | Completed and ongoing  |

|                                                       |                                                                                                                                                                                                    |                                                                                                           |                              |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------|
|                                                       | abusive head trauma and child maltreatment and reporting of child abuse and neglect.                                                                                                               |                                                                                                           |                              |
| R 400.8131(4) Professional development requirements.  | Child care staff members working unsupervised with children do not have documentation confirming their training in prevention and control of infectious disease training, including immunizations. | All child care staff members will have the required training prior to unsupervised contact with children. | Completed and ongoing.       |
| R 400 8131(12) Professional development requirements. | Child care staff members have not completed the required refresher courses for 2020, 2021 and 2022.                                                                                                | All child care staff members will completed the required refreshers and needed.                           | With in 30 days and ongoing. |
| R 400.8140(2)(c) Discipline.                          | Ms. Kemmerer failed to use appropriate means of discipline by screaming in loud and angry tone for children to lay down on their cots.                                                             | All staff will use appropriate discipline and will assure staff are properly trained.                     | With in 30 days and ongoing. |

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 that reads "Beth Goding". The signature is written in dark ink and is positioned above the printed contact information.

Beth Goding, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa  
P.O Box 30664  
Lansing, MI 48909  
(269) 615-5489