



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 19, 2022

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

RE: License #: DC130016361
Woodlawn Preschool
1175 W Territorial
Battle Creek, MI 49015

Dear Ms. Davis:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 08/16/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

R 400.8110	Applicant; licensee; licensee designee; requirements.
	(3) All of the following must be in a place, accessible, and visible to parents: (a) The current license and, if applicable, the letter extending the license beyond the expiration date.
The current license is not posted in all classrooms or an area in which it is visible to all child care parents.	
R 400.8110	Applicant; licensee; licensee designee; requirements.
	(3) All of the following must be in a place, accessible, and visible to parents: (c) A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.

The background check statement does not include that any unsupervised volunteer will have a comprehensive background check.

R 400.8122	Lead caregiver; qualifications; responsibilities.
	(5) Lead caregivers shall meet 1 of the following qualifications shown in Table 3:

Table 3 Lead Caregiver Qualifications			
	Education	Coursework in Early Childhood Education, Child Development, or a Child-Related Field	Hours of Experience
(a)	Bachelor's degree or higher in early childhood education, child development, or a child related field		
(b)	Montessori credential with		480 hours
(c)	Associate's degree or higher in early childhood education or child development		
(d)	Valid child development associate credential with		480 hours
(e)	High school diploma or GED with	12 semester hours and	960 hours
(f)	High school diploma or GED with	12 semester hours, 18 CEUs, or a combination to equal 180 clock hours with	1920 hours
(g)	High school diploma or GED with	6 semester hours, 9 CEUs, or a combination to equal 90 clock hours with	3840 hours

The lead caregiver in the infant and toddler classroom does not meet the educational requirements.

REPEAT VIOLATION ESTABLISHED
LSR Dated 7/23/2021
Corrective Action Plan Dated 07/29/2021

R 400.8122	Lead caregiver; qualifications; responsibilities.
	(7) Lead caregivers for infants and toddlers shall have 3 semester hours, 4.5 CEUs, or 45 hours of MiRegistry approved infant and toddler development and care practices within 6 months of hire. These semester hours or CEUs may satisfy a portion of the requirements of subrule (6) of this rule.
The infant/toddler lead does not have the required infant/toddler development and care practices.	
R 400.8125	Staff; volunteer; requirements.
	(4) A licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.
The screening policy does not include the required PSOR statement.	
R 400.8143	Children's records.
	(11) A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
During the onsite inspection, the infant/toddler classroom did not have an accurate attendance record. The attendance record indicated that there were five children, but six were present.	
R 400.8146	Information provided to parents.
	(3) For infants and toddlers, a center shall provide parents with a written daily record that includes at least the following information: (a) Food intake time, type of food, and amount eaten. (b) Sleeping patterns indicating when and how long the child slept.

	(c) Elimination patterns, including bowel movements, consistency, and frequency. (d) Developmental milestones. (e) Changes in the child's usual behaviors.
The infant/toddler classroom has not been completing written daily records. REPEAT VIOLATION ESTABLISHED LSR Dated 7/23/2021 Corrective Action Plan Dated 07/29/2021	
R 400.8161	Emergency procedures.
	(2) The written procedures must include all of the following: (a) A plan for evacuation. (b) A plan for safely moving children to a relocation site. (c) A plan for shelter-in-place. (d) A plan for lockdown. (e) A plan for contacting parents and reuniting families. (f) A plan for how each child with special needs will be accommodated during each type of emergency. (g) A plan for how infants and toddlers will be accommodated during each type of emergency. (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.
The posted emergency plans do not include all of the required information. The plans do not address how infants and toddlers will be accommodated during emergencies, a plan for contacting parents, a plan for moving children to a relocation site (with address) or how children with chronic medical conditions will be accommodated. REPEAT VIOLATION ESTABLISHED LSR Dated 7/23/2021 Corrective Action Plan Dated 07/29/2021	
R 400.8161	Emergency procedures.
	(3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.
Emergency plans were not posted in all classrooms or in an area visible to all staff and parents.	

R 400.8185	Primary care.
	(2) The center shall implement a primary care system so that each infant and toddler has a primary caregiver.
During the onsite inspection, the infant and toddler classroom staff indicated that they are not following a primary care system.	
R 400.8315	Food and equipment storage.
	(6) Poisonous or toxic materials must not be stored with food, food service equipment, utensils, or single-service articles.
Poisonous and toxic materials such as, borax cleaning powder was stored with cereal, cooking oil, salt and other food service equipment.	
R 400.8360	Garbage and refuse.
	(3) Garbage stored outside must be in sealed plastic bags in watertight containers with tight-fitting covers or in a covered dumpster.
During the onsite inspection, an unclosed plastic bag of garbage was laying outside the facility office door on the steps.	
R 400.8380	Maintenance of premises.
	(5) There must be no flaking or deteriorating paint on interior and exterior surfaces or on equipment accessible to children.
The large gross motor classroom had chipping and flaking paint on the walls.	
R 400.8385	Poisonous or toxic materials.
	Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored out of reach of children.
Poisonous and toxic materials such as, Borox cleaning power was stored in an unlocked cabinet accessible to child care children.	

Due to the violations, you must send us a corrective action plan by 9/7/2022. 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.

I recommend issuance of a first provisional license. If you accept the provisional license, you must sign and return the enclosed waiver form. If you do not accept the provisional license, you must notify this office in writing and an administrative hearing will be scheduled. Even if you don't accept the provisional license, you must still send us an acceptable corrective action plan.

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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.

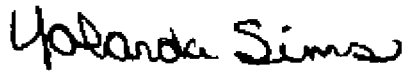
Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in black ink that reads "Beth Goding". The signature is fluid and cursive, with the first name "Beth" and last name "Goding" clearly legible.

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

Approved By:

A handwritten signature in black ink that reads "Yolanda Sims". The signature is written in a cursive style, with the first name "Yolanda" and last name "Sims" clearly legible.

Yolanda Sims
Area Manager