



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 14, 2022

Callie Hull
Battle Creek Y Center
182 Capital Ave Ne
Battle Creek, MI 49017

RE: License #: DC130017052

**Lemon Tree Preschool
Battle Creek Y Ctr
182 Capital Avenue, NE
Battle Creek, MI 49017**

Dear Ms. Barton:

This letter is to advise you that the 06/14/2022 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
R400.8110(3)(a)(b)(c) Applicant; licensee; licensee designee; requirements.	The current license was not posted in the lower preschool classroom visible to parents; had the previous license posted. A copy of the licensing rules was not visible or accessible in the upper preschool. The comprehensive background check was not posted in a visible or accessible place	The license will be posted in all classrooms visible to all and background check will be updated.	6/14/22 and ongoing.

	in the lower level preschool.		
R 400.8112(2)(b) Comprehensive background check; fingerprinting.	Child care staff members did not have a copy of their signed consent and disclosure on file.	Disclosures will be in all staff files.	6/14/22 and ongoing.
R 400.8113(2)(b) Program director qualifications; responsibilities.	The lower level private-pay preschool operates independently from the GSRP preschool classroom and does not have an approved program director overseeing this program.	PD approved for all classrooms.	Completed and ongoing.
R 400.8125(4)(5) Staff; volunteer; requirements.	The screening policy located in the staff handbook contradicts the posted screening policy and neither include the PSOR statement. These policies should not contradict and must include the PSOR statement. Child care staff members did not have a signed written statement on file confirming that they know abuse/neglect is against the law, that they are aware of the center's policies, and that they are mandated reporters.	Screening policy will be updated to include PSOR Statement. All staff will have a CPS statement signed and on file.	6/15/22 and ongoing.
R 400.8128 Staff; volunteer; tuberculosis.	Child care staff members did not have verification of freedom from communicable TB on file.	All TB results will be on file and all staff to have TB test prior to unsupervised contact.	Current and ongoing.
R400.8131(6)(8)(12) Professional development requirements	Child care staff members have not completed the required health and safety refresher courses from 2020 or 2021. A new health and safety refresher was also issued for 2022 and is required by the end of the year. Child care staff	All staff will complete the required health and safety trainings, 16 hours will be completed annually, and the staff training plan will be updated to include all requirements.	7/1/22, 8/1/22, and ongoing.

	<p>members have not completed the required 16 hours of annual training. The ongoing staff training plan does not address that all staff must complete orientation of licensing rules and center policies before unsupervised contact with children. All child care staff must complete shaken baby, abusive head trauma, child maltreatment and recognition of abuse/neglect; and all unsupervised child care staff must complete prevention and control of infectious diseases, including immunizations</p>		
<p>R400.8143(3)(6)(7)(13) Children's records.</p>	<p>The child information cards are missing required content such as, date of admission, employer and physician phone numbers, and allergies and special needs. Updated version of child information cards has been issued by the department. The child care facility has been taking children on field trips to areas in the YMCA used for large gross motor play. They are not notifying parents before each trip. Three enrolled children did not have certificates of immunization or a waiver on file. One child had a physical evaluation that was over 2 years and had not been updated.</p>	<p>All child cards will be updated to include all information and new cards will be used. All immunizations and physicals will be on file and current, field trip permissions will be updated to include YMCA locations and parents will be notified.</p>	<p>6/1/22 and ongoing.</p>

R 400.8149(2) Parent permission for transportation.	The child care has been taking children on field trips with in the YMCA but do not have written permission that details the locations and dates/times of field trip.	Parents will be notified before each trip with written permission.	8/1/22 and ongoing
R 400.8155(5) Child accidents and incidents; child and staff illness.	The child care does not have a written policy detailing when staff and volunteers would be excluded from the center due to illness.	Handbook will be updated to include when staff excluded due to illness.	6/15/2022 and ongoing.
R 400.8161(2)(7) Emergency procedures.	The posted emergency plans do not all include a detailed plan for evacuation such as, the fire plan does not include designated meeting place or how children will be moved to a relocation site. Further, the plans have 3 different relocation sites identified in different emergency plans and none of them include an address. The child care does not have a written log indicating the dates and times of fire and tornado drills.	Emergency procedures will be updated to include all requirements. Tornado and fire drills will be completed as required and drill record maintained.	6/15/2022 and onward.
R 400.8170(11)(13) Outdoor play area.	The child care installed outdoor play equipment in 2020, but did not have a certified playground inspection for approval before use. The playground includes a zip-line and a climbing wall with heights exceeding 30 inches that do not have shock absorbing surface materials surrounding the fall areas.	Playground inspection will be completed and proper shock absorbing materials will be installed as required.	7/1/2022 and ongoing.
R 400.8173(8) Equipment.	The child care does not have a current and	Will complete an updated equipment inventory.	7/1/22

	accurate equipment Inventory.		
R 400.8330(10) Food services and nutrition generally.	Menus were not posted in a place visible to parents in either preschool classroom.	Menus will be posted in a visible location.	8/1/22
R 400.8380(1)(4)(5) Maintenance of premises.	The maintenance/electrical room and a room used for storing surplus hand weights exercise machines, and other equipment was open and accessible to child care children in the lower preschool classroom. This room also contained a maintenance cart with bleach and other toxic chemicals that were accessible. The walls and ceiling surrounding the lower-level preschool ground floor windows were damaged from water and moisture causing bubbling, falling dry wall, and peeling paint. The damage around the lower-level ground floor windows in the preschool classroom is causing paint to peel and bubble.	Electrical room will be locked, and weight room locked/closed and children will no longer walk through the area. Painting and ceiling will be repaired.	8/1/2022 and ongoing.
R 400.8545(3) Fire extinguisher	Fire extinguishers used by the child care facility were not inspected on a monthly basis with initial and dates of inspection. These fire extinguishers must also be serviced annually	Fire extinguishers will be monitored monthly with initial and date.	6/1/2022 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 black ink and is positioned above the typed name and contact information.

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