



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 3, 2023

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

RE: License #: DC130017052

RE: SI LOG #: **Lemon Tree Preschool  
Battle Creek Y Ctr  
182 Capital Avenue, NE  
Battle Creek, MI 49017**

Dear Ms. Hull:

This letter is to advise you that the 01/03/2023 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
R 400.8110(14) Applicant; licensee; licensee designee; requirements.	A no smoking or vaping sign is not visible for parents, staff, and visitors for the lower-level preschool. There is a sign on the entrance to the main floor preschool classroom. The two preschools have their own entrance.	No smoking/vaping signs have been posted at all entrances.	1/3/2023
R 400.8110(3)(b) Applicant; licensee; licensee designee; requirements.	A copy of the licensing rules was not visible and accessible to child care parents for children	Licensing rules will be posted by all rooms used by parents and accessible.	1/3/2023

	enrolled in the main floor preschool classroom.		
R 400.8110(4) Applicant; licensee; licensee designee; requirements.	The licensing notebook did not contain the licensing inspection and special investigation reports for the last 5 years, and the summary sheet was not completed.	Licensing notebook summary sheet will be completed and all reports included in notebook with related corrective action plans.	1/3/2023
R 400.8125(4) Staff; volunteer; requirements.	The staff and volunteer screening policy posted in the classrooms indicated that comprehensive background checks would be completed on all unsupervised volunteers and child care staff; however the policy in the parent handbook indicated that volunteers would be required to complete an ICHAT and central registry clearance. The handbook policy does not meet licensing requirements for comprehensive background checks for any unsupervised volunteers.	The policies/handbook will be updated to correct contradicting information.	1/5/2023
R 400.8125(5) Staff; volunteer; requirements.	Three of the six child care staff did not have the required written statements indicating they are aware abuse and neglect is against the law, they are aware of the center's policies on child abuse and neglect and that they are mandated reporters.	All staff will have the abuse and neglect statements signed and in their files for review.	1/5/2023
R 400.8131(12) Professional development requirements.	Child care staff have not completed required 2020, 2021 or 2022 health and safety refreshers.	The missed Health and safety refreshers will be completed and all other refreshers completed as required.	2/1/2023 and ongoing.

R 400.8131(3) Professional development requirements.	Two of the six child care staff currently caring for children have not completed the required health and safety training (module 2) which includes prevention of shaken baby syndrome, abusive head trauma, child maltreatment, and recognition and reporting of child abuse and neglect.	All child care staff will complete the required training as detailed and will maintain in Mlregistry.	2/1/2023
R 400.8131(5)(d-f) Professional development requirements.	Two of the six child care staff employed for over 90 days have not completed the required health and safety training (module 2) which covers the identified training requirements.	All child care staff will assure that the missing health and safety trainings will be completed. Future employees will complete prior to 90 days as required.	2/1/2023
R 400.8131(6) Professional development requirements.	Child care staff have not completed the required 16 hours of professional development in 2021 or 2022.	All child care staff will complete the required 16 hours of annual training and maintain a file or in MIREGISTRY.	1/4/2023 and ongoing.
R 400.8131(8) Professional development requirements.	The child care facility did not have an ongoing professional development plan developed for review.	A ongoing staff training plan has been created to meet all requirements.	12/15/2022
R 400.8143(1) Children's records	Child information cards were missing required data such as; date of admission and employer and physician details and phone numbers.	Child records will be reviewed and updated to assure fully completed.	1/13/2023
R 400.8143(6)(c) Children's records	Children enrolled for over 30 days did not have a physical evaluation on file.	Child health appraisals will be obtained for those that were missing and will assure compliance.	1/13/2023
R 400.8170(3) Outdoor play area.	The child care program has not been providing daily outdoor play.	Daily walks or other outdoor activities will be completed daily.	1/9/2023
R 400.8170(4) Outdoor play area.	The child care no longer has a designated outdoor play area that can be used	The outdoor area is being assessed for unapproved structures to be removed so a	3/2023

	<p>by the child care children. The program previously had a designated play area but installed unapproved playground equipment without notifying the department. This equipment 9 was built and installed without an approved playground inspection. Following the last onsite inspection, a playground inspection was completed for the equipment and the play area and it was deemed unsafe for use. The licensee has indicated that they will not remove the equipment and has no other available outdoor space for outdoor play.</p>	<p>play lot will be available for children.</p>	
<p>R 400.8330(10) Food services and nutrition generally.</p>	<p>During the onsite inspection, the menu for December was not posted. Child care staff indicated that they did not receive a menu for this month. The main floor preschool classroom had the November menu posted. The lower preschool classroom had a September menu posted.</p>	<p>Will assure that the monthly menus are posted in a place visible to child care parents.</p>	<p>1/9/2023</p>
<p>R 400.8380(1) Maintenance of premises.</p>	<p>A room near the lower-level preschool classroom is accessible to child care children. This room is not safe for children and contains unsafe equipment and chemicals such as large weight lifting equipment, heavy, adult-use weights, toxic cleaning</p>	<p>The room will be locked at all times with a posting reminding all staff to lock the door.</p>	<p>1/3/2023</p>

	supplies, and stacks of boxes.		
R 400.8380(5) Maintenance of premises.	The walls in the upper and lower preschool classrooms have peeling and flaking paint.	Walls will be painted as required and monitored for future flaking/peeling.	2/1/2023
R 400.8545(3) Fire extinguishers.	Fire extinguishers near the lower-level preschool classroom and adjacent to the boiler room were not inspected on a monthly basis with the date and initials of the person inspecting.	All fire extinguishers will be monitored monthly with initial and dates.	1/9/2023
R 400.8335(1) Food services and nutrition; provided by center.	During the onsite inspection, the upper preschool did not provide children with the minimum requirement of milk during their lunch service. The child care staff 11 indicated that they had run out of milk; however it was noted that there was additional milk located in the basement that could have been used.	Child care staff will assure that the minimum requirement of milk is served and all CACFP guidelines will be followed.	1/9/2023

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 below the word "Sincerely,".

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