



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 14, 2023

Brent Swan
Harper Creek Schools Community Schools
4640 B Drive S
Battle Creek, MI 49014

RE: License #: DC130380594
Sonoma Elementary
4640 B Drive S
Battle Creek, MI 49015

Dear Mr. Swan:

This letter is to advise you that the 04/12/2023 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 400.8112(2)(a) Comprehensive background check; fingerprinting.	Two of the child care staff members did not have the required consent and disclosure forms on file.	All documents will be placed in onsite file from HR. Checklists will be completed on all files.	4/7/2023 and ongoing.
R 400.8125(4) Staff; volunteer; requirements.	The written screening policy does not address supervision of volunteers. Specifically, whether volunteers are or are not supervised at all times.	Corrections made to policy and updates will be made available to parents.	4/30/2023
R 400.8125(5) Staff; volunteer; requirements.	Two the child care staff members did not have the signed written statement on file.	All documents will be placed in onsite file from HR. Checklists will be completed on all files.	4/7/2023

R 400.8128 Staff; volunteer; tuberculosis.	One of the child care staff members did not have verification of freedom from TB on file.	All documents will be placed in onsite file from HR. Checklists will be completed on all files.	4/7/2023
R 400.8131(3)(4)(5) Professional development requirements.	Child care staff members have not completed the required health and safety training 1 and 2	Will assure that all staff have completed the required trainings and that logs are updated. Will assure that trainings required before contact are completed at hire.	4/13/2023
R 400.8131(8) Professional development requirements.	The child care facility did not have an ongoing professional development plan for review.	Training plan will be updated to include all requirements.	4/13/2023
R 400.8143(1) Children's records.	Child information cards were missing required content such as, date of admission, employer and physician details and allergy/special needs. Most recent/required version available on website.	Child information cards updated to include missing information and new cards to be used. Quarterly checks to assure compliance.	4/28/2023
R400.8143(8) Children's records.	Some of the enrolled child care children did not have the signed waiver updated annually.	Waivers will be obtained and all will be on file. Will review quarterly.	4/13/2023
R 400.8161(7) Emergency procedures	Fire and tornado drill records were not available for review.	Drill schedule will be determined and all drills documented. Will be checked quarterly to assure compliance.	4/13/2023

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 30837
Lansing, MI 48909
(269) 615-5489