



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

March 23, 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:

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

During the renewal inspection on 3/22/2023, I found 11 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

R 400.8112(2)(a)	Comprehensive background check; fingerprinting.
R 400.8125(4)	Staff; volunteer; requirements.
R 400.8125(5)	Staff; volunteer; requirements.
R 400.8128	Staff; volunteer; tuberculosis.
R 400.8131(3)	Professional development requirements.
R 400.8131(4)	Professional development requirements.
R 400.8131(5)	Professional development requirements.
R 400.8131(8)	Professional development requirements.
R 400.8143(1)	Children's records.
R 400.8143(8)	Children's records.
R 400.8161(7)	Emergency procedures.

Due to the violations, you must send us a corrective action plan by 4/13/2023. 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.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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,



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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License#:	DC130380594
Licensee Name:	Harper Creek Schools Community Schools
Licensee Address:	4640 B Drive S Battle Creek, MI 49014
Licensee Telephone #:	
Licensee/Designee:	Brent Swan, Designee
Name of Facility:	Sonoma Elementary
Facility Address:	4640 B Drive S Battle Creek, MI 49015
Facility Telephone #:	(269) 441-7800
Original Issuance Date:	10/19/2016
Capacity:	60
Age Range:	Ages 5 years 0 months Thru 12 years
Program Components:	SCHOOL AGE BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/22/2023
 Date of Environmental Health Inspection: FSL
 Date of Fire Safety Inspection: School Certificate
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: School playground

		No. of Records Reviewed
No. of children enrolled in care	60	22
No. of staff employed	6	6
No. of volunteers	0	0
No. of children present at time of inspection	32	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	32	
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: The cafeteria, gym, and AP room are approved for care.
 Approved Program Director: Lacy Coffman
 Approved Central Administrator: no
 Approved Variances: no
 Key Indicator Inspection: no

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:	
R 400.8112	Comprehensive background check; fingerprinting.
	(2) An applicant or licensee shall do all of the following:

	(a) Ensure that each individual who requires an eligibility determination under subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, www.michigan.gov/ccbc . The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.
Two of the child care staff members did not have the required consent and disclosure forms on file.	
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 written screening policy does not address supervision of volunteers. Specifically, whether volunteers are or are not supervised at all times.	
R 400.8125	Staff; volunteer; requirements.
	(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information: (a) The individual is aware that abuse and neglect of children is against the law. (b) The individual has been informed of the center's policies on child abuse and neglect. (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.
Two the child care staff members did not have the signed written statement on file.	
R 400.8128	Staff; volunteer; tuberculosis.
	A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours perweek for more than 2 consecutive weeks is free from communicable tuberculosis

	(TB). Verification of TB status is required within 1 year before employment or volunteering.
One of the child care staff members did not have verification of freedom from TB on file.	
R 400.8131	Professional development requirements.
	(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.
Child care staff members have not completed the required health and safety training 1 and 2 which includes prevention of shaken baby, abusive head trauma/child maltreatment, and recognition and reporting of child abuse and neglect.	
R 400.8131	Professional development requirements.
	(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.
Child care staff members have not completed the required health and safety training 1 and 2 which includes prevention and control of infectious disease training, including immunizations.	
R 400.8131	Professional development requirements.
	(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry: (a) Administration of medication. (b) Prevention of and response to emergencies due to food and allergic reactions. (c) Building and physical premises safety. (d) Emergency preparedness and response planning. (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants. (f) Precautions in transporting children, if applicable. (g) Child development.

Child care staff members have not completed the required health and safety training 1 and 2 which includes all listed topics.	
R 400.8131	Professional development requirements.
	(8) An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules.
The child care facility did not have an ongoing professional development plan for review.	
R 400.8143	Children's records.
	(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.
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.	
R 400.8143	Children's records.
	(8) Upon enrollment and annually thereafter, a center shall obtain and keep on file at the center a signed statement from a school-age child's parent confirming all of the following: (a) The child is in good health with activity restrictions noted. (b) The child's immunizations are up-to-date. (c) The immunization record or appropriate waiver is on file with the child's school.
Some of the enrolled child care children did not have the signed waiver updated annually.	
R 400.8161	Emergency procedures.
	(7) A written log indicating the date and time of fire and tornado drills must be kept on file at the center.
Fire and tornado drill records were not available for review.	

R 400.8182(3) Ratio and group size requirements.

Age Child Care Staff Member to Child Ratio and Maximum Group Size
School-agers: 1 to 18 ratio and group size requirement: 36

The new law requires group size restrictions for school age programs. Only 36 school agers are allowed in a well-defined space; including meals and outdoor/playground activities.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license.



3/23/2023

Beth Goding
Licensing Consultant

Date