



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 4, 2022

Katelyn Barton  
Battle Creek Y Center  
182 Capital Ave Ne  
Battle Creek, MI 49017

RE: License #: DC130406016  
**YMCA Lemon Tree Preschool At Crowell School**  
**1418 Cooper Street**  
**Albion, MI 49224**

Dear Ms. Barton:

This letter is to advise you that the 04/04/2022 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](#).

<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
R 400.8110(12)(3)&(4) Applicant; licensee; licensee designee; requirements	The child care did not have address and phone numbers for all staff, extension letter not posted, criminal history statement not meeting requirements, and licensing notebook missing reports.	Staff information included in files, extension letter posted, criminal history statement updated, and all reports to be included in notebook.	3/28/2022 and ongoing.
R 400.8112(2)(b)(d)(e) Comprehensive background check; fingerprinting.	Consent and disclosures missing, CCBC not accurately updated.	Forms completed and included in staff files. CCBC updated and will be maintained.	3/28/2022 and ongoing.
R 400.8113(2)(b) Program director	Program director onsite is not approved.	Will have approved PD on site after class completed.	8/1/2022

qualifications; responsibilities.			
R 400.8125(4) Staff; volunteer; requirements.	Screening polices conflict and do not include all required information.	Policies updated to one policy containing required information.	4/1/2022
R 400.8128 Staff; volunteer; tuberculosis.	TB documentation not on file for all staff.	All staff will have TB on file.	4/8/2022 and ongoing.
R 400.8131(3)(4)(5) & (8) Professional development requirements.	Health and safety trainings not completed as required.	All staff have now completed the required trainings.	3/24/2022
R 400.8143(1)&(6) Children's records.	Child information cards are not completed and physical evaluations are missing.	All files updated to include evaluations and cards to be fully completed.	3/24/2022
R 400.8161(4)(5) & (6) Emergency procedures.	Fire and tornado drills not completed and staff unaware of crisis management plans.	Crisis management posted in place accessible and known to staff and drills to be completed as required.	4/1/2022 and ongoing.
R 400.8164(2) & (3) Telephone service.	Telephone number for site not public/accessible and no emergency numbers posted.	Number made public and emergency numbers posted.	4/1/2022
R 400.8170(11) & (16) Outdoor play area.	Children using outdoor play equipment without playground inspection, and appropriate ground cover not in place.	Playground inspection competed and will have proper ground cover installed.	4/6/2022
R 400.8315(1) Food and equipment storage.	No thermometer in refrigerator.	Thermometer purchased and will be maintained in refrigerator.	4/1/2022 and ongoing.
R 400.8330(10) Food services and nutrition generally.	Menus not posted.	Menus will be posted as required.	3/24/2022 and ongoing.
R 400.8335(8) Food services and nutrition generally; provided by the center.	Milk containers not labeled with date of opening.	Milk will be labeled as required.	3/28/2022 and ongoing.
R 400.8545(3) Fire extinguishers.	Fire extinguishers not checked monthly with initial and dates.	Staff will begin monthly checks and document as required.	4/1/2022 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 (616) 356-0183.

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  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(269) 615-5489