



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

September 9, 2022

Amy Burk
Communities In Schools of Northwest Michigan
205 Grove Street
Mancelona, MI 49659

RE: License #: DC150410353
East Jordan Elementary School - Afterschool Program
304 Fourth Street
East Jordan, MI 49727

Dear Ms. Burk:

This letter is to advise you that the 08/29/2022 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
R 400.8131(3)	During the inspection, child care staff member Marie Haley had not completed the MiRegistry Health and Safety Course 2 or equivalent trainings covering the prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. Ms. Haley was present at the center during the onsite inspection.	Ms. Burk will have child care staff members complete all required trainings immediately. To maintain compliance, the program director will review trainings upon hiring and ensure staff meet requirements before working with children.	09/30/2022

R 400.8161(2)(h)	During the inspection, I found a child with a blackberry allergy, a child with asthma and an allergy to ragweed, and a child with an allergy to amoxicillin with no individualized plan detailing how they would be accommodated during each type of emergency.	The site supervisor (with the support of the program director) will develop written procedures for the children (with chronic medical conditions) missing plans. To maintain compliance, the program director will review child records every three months.	09/30/2022
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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 (231) 922-5309.

Sincerely,



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