



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 26, 2023

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 a follow-up to the Department's findings regarding the Interim inspection conducted at your facility on 07/26/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, I observed two classrooms. There was a total of 18 children present with for child care staff members. The center was compliant with ratio and maximum group size requirements. While onsite, I observed free play, a math activity, and gym play. Child and staff records were found to be well maintained and organized. All child care staff members were observed being nurturing to the children. I heard staff giving individual praise to children and offering verbal prompts during activities. The center creates their own curriculum. Currently, the children are incubating eggs to support early science. Children are engaged in educational art projects, and I was able to observe one of the activities onsite.

**Technical Assistance and Consultation were provided on the following:**

- Please ensure all staff records are accessible onsite.
- I provided guidance on running PSORs on supervised volunteers.
- **R 400.8112(2)(f)- Technical Assistance:** Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

As a result of the inspection, I did not find any rule or law violations.

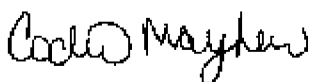
<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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

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,



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Enclosures