



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 10, 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:

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 08/10/2022, I found 2 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

**R 400.8131(3) Professional development requirements.**  
**R 400.8161(2)(h) Emergency procedures.**

Due to the violations, you must send us a corrective action plan by 08/30/2022. 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.

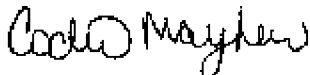
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2021:</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>

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,



Codie Mayhew, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 342-5006 – Cell  
(517) 284-9730- Main  
(517)-763-0217- Fax  
MayhewC@michigan.gov

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC150410353
<b>Licensee Name:</b>	Communities In Schools of Northwest Michigan
<b>Licensee Address:</b>	205 Grove Street Mancelona, MI 49659
<b>Licensee Telephone #:</b>	
<b>Licensee/Designee:</b>	Amy Burk, Designee
<b>Name of Facility:</b>	East Jordan Elementary School - Afterschool Program
<b>Facility Address:</b>	304 Fourth Street East Jordan, MI 49727
<b>Facility Telephone #:</b>	(231) 356-4385
<b>Original Issuance Date:</b>	02/22/2022
<b>Capacity:</b>	50
<b>Age Range:</b>	Ages 5 years 0 months Thru 12 years
<b>Program Components:</b>	SCHOOL AGE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 08/10/2022  
 Date of Environmental Health Inspection: 12/14/2021  
 Date of Fire Safety Inspection: 12/03/2021  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	31	31
No. of staff employed	12	5
No. of volunteers	1	1
No. of children present at time of inspection	13	
No. of staff present at time of inspection	8	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	13	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Classroom B4, B5, B6, A5, A8, A9, small gymnasium, cafeteria, library, and the lounge are approved as child use space.  
 Approved Program Director: Amy Burk  
 Approved Central Administrator: None  
 Approved Variances: None  
 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.

There were 13 children present with eight child care staff members. While onsite, I observed free play, story time, breakfast, and outdoor play. The center exceeded ratio requirements. The center is utilizing a new computer program for staff records. All child care staff members were observed to be nurturing and caring toward the children. I found child care staff members engaged in various activities with the children throughout the day. The classroom had an adequate amount of

developmentally age-appropriate toys and equipment in the classroom. The children have access to a large outdoor play area which features a sandbox, basketball court, climbers, slides, swings, and various outdoor play equipment.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**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.

Ms. Burk did not ensure that each child care staff member, before caring for children, had training on the prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. 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.

**R 400.8161 Emergency procedures.**

(2) The written procedures must include all of the following:  
(h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

Ms. Burk did not ensure that all children with chronic medical conditions had an individualized plan on how they would be accommodated during each type of emergency. 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.

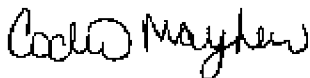
**Technical Assistance and Consultation were provided on the following:**

- I provided guidance on the Child Care Background Check (CCBC) website.
- I provided guidance on supervised volunteer requirements and paperwork requirements for ISD staff.

- I provided individualized emergency plan templates for children with chronic medical conditions.
- **R 400.8161(1)(e): Technical Assistance:** You need to have a separate plan for intruders and active shooters.
- **R 400.8161(8)-Technical Assistance:** Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1).
- Please ensure that orientation documentation is in all of the employee files.
- Please ensure that staff can access all staff file records online.

#### IV. RECOMMENDATION

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



08/10/2022

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Codie Mayhew  
Licensing Consultant

Date