



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

DR BEVERLY WALKER
GRIFFEA
DIRECTOR

07/25/2024

Oakview South GSRP & Adventure Club
1400 S. Clinton, St. Johns, MI, 48879

License Number: DC190342405

Dear Heather Reed,

This letter is to advise you that the 7/25/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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 400.8161(4)	Crisis management plan was posted in the hallway.	The crisis management plan will be removed from the hallway and placed inside the classrooms in a place known only to the staff.	8/1/2024
722.115n(1)	Licensee Designees Michael Winkel and Heather Reed allowed a child care staff member to work with children for three weeks while lead teacher was out on scheduled medical leave without finger printing and ensuring the staff member was eligible to work with children. Licensee Designee Michael Winkel was aware this was a violation; however, he	All staff will be fingerprinted and cleared through CCBC before being allowed to work in any classroom.	7/15/2024

	chose not to finger print the child care staff member.		
R 400.8112(2)(a)	Licensee Designees Michael Winkel and Heather Reed did not ensure one child care staff member completed a consent and disclosure form.	All staff members will complete and sign a consent and disclosure form before entering and scheduling fingerprinting into the Child Care Background Check system. A copy of the signed consent and disclosure form will be kept on site.	7/15/2024
R 400.8112(2)(e)	Licensee designees Michael Winkel and Heather Reed are not maintaining child care background check portal connecting, disconnecting, or withdrawing child care staff in a timely manner.	The human resources specialist for St. Johns Public Schools will maintain the CCBC portal at the requests of the licensing designees. Heather Reed will monitor the portal regularly for accuracy.	7/15/2024
R 400.8113(1)	Licensee Designees Michael Winkel and Heather Reed hired a new program director for the center without notifying the department.	Heather Reed will notify the licensing consultant prior to hiring any new directors.	7/15/2024
R 400.8110(1)(c)	Licensee Designees Michael Winkel and Heather Reed are not complying with the acts and rules.	Heather Reed will read through the licensing handbook and consult with the licensing consultant with any questions regarding further licensing concerns. Heather will sign up for- and take any necessary trainings to be aware of all licensing rules. Heather will monitor all staff for compliance and correct any violations found in a timely manner	9/1/2024

R 400.8131(1)	Multiple staff have not received orientation before unsupervised contact.	All current staff will receive orientation no later than 9/1/2024. Any new staff will receive orientation before unsupervised contact with children.	9/1/2024
R 400.8131(6)	Four child care staff members did not complete 16 hours of annual training in 2022 and two child care staff members did not complete 16 hours of annual training in 2023.	Heather Reed will monitor training hours for all staff to ensure that they meet the minimum requirements of 16 hours per year. Training hours will be submitted in MiRegistry as much as possible. All training certificates will also be logged and kept on file in a Google Drive for accuracy.	9/1/2024
R 400.8131(10)	Three child care staff members did not complete pediatric/child/adult CPR/first aid training within 90 days of hire.	All current staff will be CPR/First Aid trained no later than 9/1/2024. Going forward, all new staff will received CPR/First Aid training within 90 days of hire.	9/1/2024
R 400.8131(12)	Two child care staff members did not complete Health and Safety 2023 update within 6 months.	Heather Reed will monitor that the two staff have completed the Health and Safety 2023 training no later than 9/1/2024. All staff will be assigned the Health and Safety 2024 training and given a deadline of 9/1/2024. Going forward, all staff will be notified of new Health and Safety training and given a deadline to complete. Heather will monitor for completion. Training certificates will be kept	9/1/2024

		on file in the Google Drive in case it does not pick up on MiRegistry.	
R 400.8131(3)	One child care staff member did not complete shaken baby/abusive head trauma/child maltreatment/recognition and reporting child abuse and neglect training prior to caring for children	All staff will be trained in Shaken baby/abusive head trauma/child maltreatment/recognition and reporting of child abuse and neglect no later than 9/1/2024. Going forward, all new staff will complete these trainings before being allowed to work in a classroom.	9/1/2024
R 400.8131(4)	One child care staff member did not complete prevention and control of infectious disease, including immunizations training prior to caring for children	All staff will be trained in prevention and control of infectious disease no later than 9/1/2024. Moving forward, all new staff will complete this training before being allowed to work in a classroom.	9/1/2024
R 400.8122(5)(g)	Licensee Designees Michael Winkel and Heather Reed appointed a child care staff member to be lead prior to reviewing transcripts. Child care staff member does not have a sufficient amount of semester hours or CEUs to qualify for lead for a preschool group of children.	Heather Reed will review all transcripts prior to appointing lead caregivers in the future. The staff member has been assigned sufficient training courses to complete the required CEUS to qualify for the lead caregiver position. These courses were completed on 6/30/2024 to qualify under R400.8122(5)(g). She will complete the additional 90 CEUs by 6/30/2026	6/30/2024
R 400.8161(3)	Emergency plans posted were incomplete.	Emergency plans will be updated to include all necessary information	9/1/2024

		and posted on the parent board in the hallway.	
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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 Sharon VanOrd at (517) 242-5029 or vanords@michigan.gov. In the event that Sharon VanOrd is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Sharon VanOrd, Licensing Consultant