



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

June 17, 2021

William Warren
 Island City Academy
 6421 S Clinton Trail
 Eaton Rapids, MI 48827

RE: License #: DC230276201
 Island City Academy Child Care Center
 6421 S. Clinton Trail
 Eaton Rapids, MI 48827

Dear Mr. Warren:

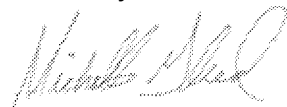
This letter is to advise you that the 06/03/2021 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection Report, is approved.

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 400.8125(5); Staff; volunteer; requirements.	There were four child care staff members that did not have a signed statement stating they understood abuse and neglect is against the law, they have been informed of the center's policies on child abuse and neglect, and they understand they are required to immediately report suspected abuse and neglect to children's protective services.	Mr. Warren stated all current staff were provided the missing document and corresponding policies to sign. A staffing binder was created keeping all staff signed documents in one location. All volunteers and new hires must sign the document and it must be verified prior to entering the classroom. The program director will review the staff binder monthly to ensure all required documents are complete and accurate.	06/10/2021 and ongoing

R 400.8131(12); Professional development requirements.	There were five child care staff members that did not complete the 2020 health and safety refresher course.	Mr. Warren stated child care staff members were registered and assigned the missing training via MiRegistry and will complete the training by 06/20/2021. The director will register staff for the required trainings as they become available. All staff training certifications will be printed and kept in the staff binder and verified monthly by the program director.	06/20/2021 and ongoing
R 400.8143(1); Children's records.	There were three child information cards that did not have the "allergies, special instructions, and special needs" section completed. There were two child information cards that did not have the "cell phone" section completed. There was one child information card that did not have the "home phone" section completed. There was one child information card that did not have the "work phone" section completed. There was one child information card that did not have the "physician or health clinic' phone number" section completed.	All children's records will be checked in order by the lead teacher, office manager, and finally by the program director. Any missing information will be updated by 06/10/2021. At the time of enrollment child information cards will be reviewed and missing information obtained; they will also be reviewed annually by parents.	06/10/2021

Sincerely,



Michelle Gleed, Licensing Consultant
 Bureau of Community and Health Systems
 611 W. Ottawa Street; P.O. Box 30664
 Lansing, MI 48909
 (517) 599-7404