



GRETCHEN WHITMER  
GOVERNOR

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

Michelle Richard  
ACTING DIRECTOR

**Report Type** : Interim  
**Inspection Type:** Interim

**Date of Inspection:** 5/1/2024  
**Date of Report:** 5/1/2024

Licensee Name(s)	License Number
Womens Resource Center	DC240018051
Capacity	Facility Name
42	Childrens Learning Center
Program Type	Licensee Designee(s)
Center	Nicole A Dixon
Central Administrator(s)	Program Director(s) Name
	Nicole A Dixon <b>Qualifications:</b> R 400.8113(11) (9). <b>Date PD Approved:</b> 2011-01-14
Facility Address	Mailing Address
423 Porter, Petoskey, MI, 49770	423 Porter St, Petoskey, MI, 49770
Facility Phone Number	Facility Email Address
2313470067	ndixon@wrcnm.org

### Findings of the Inspection

A copy of this Interim inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when interim inspection reports are completed can be found under [Overview of Licensing Reports](#).

The purpose of the Interim inspection was to determine compliance with applicable licensing statutes and administrative rules for child care Center.

During the Interim inspection, licensing consultant Codie Mayhew found 3 violations. The violations are listed and explained below. Due to the violations, the licensee/licensee designee must send the bureau a [corrective action plan](#) by 5/22/2024. The corrective action plan may be submitted in the [Child Care Hub Information Record Portal \(CCHIRP\)](#). 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.

If you have any questions regarding the report, please contact licensing consultant, Codie Mayhew, at 231-342-5006. In the event that Codie Mayhew is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

<b>Inspection Details</b>		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
133	1	2
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
10 : 35	5 : 7	2 : 2
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
27 : 27	5 : 5	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	Yes	Yes

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8161(8)	Emergency procedures. 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) of this rule.	During the interim inspection, licensee designee Nicole Dixon reported that she only had documentation showing child care staff members being trained once a year on emergency plans opposed to twice a year.	Violation Established
R 400.8110(10)	Applicant; licensee; licensee designee; requirements. Written approval from the department must be obtained before making any changes	During the interim inspection, I observed children using an office in the GSRP classroom and the CLC staff office. The center did not obtain written	Violation Established

	in the terms of the license, including but not limited to, adding use space, changing age groups served, changing program components, changing the capacity of the center, or making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.	approval from the department prior to use.	
R 400.8167(3)	Indoor space. A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.	During the interim inspection, I observed children using an office in the GSRP classroom and the CLC staff office. Neither of these spaces have been approved by the department prior to use.	Violation Established

<b>Technical Assistance</b>	
<i>Rule Number</i>	<i>Rule</i>
R 400.8125(3)	All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.
R 400.8143(3)	For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:

**Bureau Recommendation**

Upon receipt of an acceptable corrective action plan, I recommend the no change in the status of the license.

**Approved By:**

*Codie Mayhew*

**05/01/2024**

Codie Mayhew  
**Licensing Consultant**

**Date**