



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

<b>Licensee Name(s)</b>	<b>License Number</b>
Harbor Light Christian School	DC240242622
<b>Capacity</b>	<b>Facility Name</b>
26	Harbor Light Readiness Program
<b>Program Type</b>	<b>Licensee Designee(s)</b>
Center	Julie Ann Spencer Kelly Katherine Dutcher
<b>Central Administrator(s)</b>	<b>Program Director(s) Name</b>
	Jessica Lorraine Paule <b>Qualifications:</b>  <b>Date PD Approved:</b>
<b>Facility Address</b>	<b>Mailing Address</b>
8333 Clayton Road, Harbor Springs, MI, 49740	8333 Clayton Rd., Harbor Springs, MI, 49740
<b>Facility Phone Number</b>	<b>Facility Email Address</b>
2313477859	jpaule@harborlight.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>
155	3	1
<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 :	5 :	8 :
<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>
22 : 22	4 : 4	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
No	Yes	Yes


<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
722.115n(3)	Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.	During the interim inspection, child care staff member Jessica Paule did not have an updated consent and disclosure form when she completed her updated fingerprints for the comprehensive background check.	Violation Established

	<p>Each individual listed in subsection (1) shall give written consent at the time of the license application and before a group child care home or family child care home allows an individual to be a member of the household, or before becoming a child care staff member to allow the department of state police to conduct the criminal history check required under subsection (1). The department shall require the individual to submit his or her fingerprints to the department of state police and the Federal Bureau of Investigation for the criminal history check as required in subsection (1).</p>		
R 400.8125(3)	<p>Staff; volunteer; requirements. 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.</p>	<p>During the interim inspection, I found three supervised volunteers with no public sex offender registry clearance: Megan Cole, Tammy Peer, and Alexa Thibault.</p>	Violation Established
R 400.8161(1)(e)	<p>Emergency procedures. Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.</p>	<p>During the interim inspection, I found that there was not an individual active shooter crisis management plan.</p>	Violation Established

Technical Assistance	
Rule Number	Rule
R 400.8161(2)(h)	A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

**Bureau Recommendation**

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

<b>Approved By:</b>			
			
		05/01/2024	
Codie Mayhew Licensing Consultant		Date	