



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

March 24, 2023

Shaun Brewer  
 Montrose Community Schools  
 Carter Elementary  
 200 Park Dr.  
 Montrose, MI 48457

RE: License #: DC250023409

RE: SI LOG #: **Carter Elementary Early Childhood Center  
 200 Park Drive  
 Montrose, MI 48457**

Dear Mr. Brewer:

This letter is to advise you that the 03/20/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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
MCL 722.115p Child care center, group child care home, or family child care home; potential or current child care staff member convicted of crime.	At the time of the onsite inspection, two individuals acting as substitute child care staff members, did not have completed comprehensive background checks prior to contact with child care children as required by section 5n.	No one will have contact with children without finger prints.	3/20/2023
R 400.8125 Staff; volunteer; requirements.	At the time of the onsite inspection the facility did not have a volunteer supervision policy in place	Complete policy for volunteer supervision and PSOR.	9/1/2023

	that included screening of all volunteers through the public sex offender registry (PSOR). The facility was utilizing ICHAT on all volunteers.		
R 400.8125 Staff; volunteer; requirements.	At the time of the onsite inspection the facility did not have written statements on file by all child care staff that included the following:  (a) The individual is aware that abuse and neglect of children is against the law. (b) The individual has been informed of the center's policies on child abuse and neglect. (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.	Substitute child care staff members will sign forms for child abuse and neglect.	4/20/2023
R 400.8128 Staff; volunteer; tuberculosis.	At the time of the onsite inspection, two individuals acting as substitute child care staff members and Melloni Diem, child care staff member, did not have verification of freedom from communicable tuberculosis.	Staff will complete tests and results will be obtained.	4/20/2023
R 400.8131 Professional development requirements.	At the time of the onsite inspection, two individuals acting as substitute child care staff members and Melloni Diem, child care staff member, did not have	Required health and Safety training will be completed before contact with child care children.	4/7/2023

	<p>verification of training in prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before caring for children.</p>		
<p>R 400.8131 Professional development requirements.</p>	<p>At the time of the onsite inspection, two individuals acting as substitute child care staff members did not have verification of training in prevention and control of infectious disease training, including immunizations.</p> <p>Child care staff members Josie Davison and Melloni Diem were lacking training in prevention and control of infectious disease training, including immunizations.</p>	<p>Required health and Safety training will be completed before contact with child care children.</p>	<p>4/7/2023</p>
<p>R 400.8131 Professional development requirements.</p>	<p>At the time of the onsite inspection, two individuals acting as substitute child care staff members and Melloni Diem, child care staff member, did not have verification of training in:</p> <p>(a) Administration of medication.  (b) Prevention of and response to emergencies due to food and allergic reactions.  (c) Building and physical premises safety.  (d) Emergency preparedness and response planning.</p>	<p>Required health and Safety training will be completed before contact with child care children.</p>	<p>4/7/2023</p>

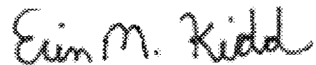
	<p>(e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.</p> <p>(f) Precautions in transporting children, if applicable.</p> <p>(g) Child development.</p>		
R 400.8131 Professional development requirements.	At the time of the onsite inspection the facility was lacking a professional development plan that including training and development related to child care licensing rules and regulations.	Create professional development plan and email.	Before 2023-2024 school year 9/1/2023
R 400.8131 Professional development requirements.	At the time of the onsite inspection, two individuals acting as substitute child care staff members did not have required professional development records on file at the facility.	Create files for staff that are subs before they return to substitute.	04/20/2023
R 400.8143 Children's records.	At the time of the onsite inspection the school age statement regarding a child's health and immunization status was not completed annually. The form as completed at the time of initial enrollment.	Each school year parents need to update school age medical and immunization form.	9/1/2023
R 400.8155 Child accidents and incidents; child and staff illness.	At the time of the onsite inspection, the facility did not have a written policy detailing with staff and volunteers will be excluded from the center due to illness.	Create policy for staff and volunteers	9/1/2023

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 me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,



Erin Kidd, Licensing Consultant  
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611 W. Ottawa St.  
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