



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 2, 2023

Chelsea Horton
Lake Fenton Comm Schools
11425 Torrey Rd
Fenton, MI 48430

RE: License #: DC250394924

**Lake Fenton Middle School
11425 Torrey Rd
Fenton, MI 48430**

Dear Ms. Horton:

This letter is to advise you that the 01/31/2023 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
R400.8128 Staff; volunteer; tuberculosis	The following staff do not have negative TB results on file; Amber Mulligan, Shelby Thornsberry, Tera Rader, Liliana Benjamin, Madelyn Rohen, and Ella Hunter.	Program director will ensure all staff and volunteers have a negative TB test onsite for review.	02/28/2023
R400.8131(5) Professional developments	The following staff do not have Health and Safety 1 and 2 completed; Amber Mullins, Shelby Thornsberry, Stephanie Stewart, Shameka Dunlap, Cynthia Srp, Hannah	Program director will ensure all child care staff and volunteers must be trained in Health and Safety 1 and 2.	02/28/2023

	Zinser, Tera Rader, Samantha Hathon, Chelsea Horton, Angelique Grayheck, Kristin Knapp, Madelyn Rohen, Ella Hunter, and Liliana Benjamin.		
R400.8131(11) Professional development	The following do not have documentation of 16 hours of training in 2021 and/or 2022: Elisa Wittershcheim, Morgan Rohen, Shelby Thornsberry, Cynthia Srp, Tera Rader, Samantha Hathon, Chelsea Horton, Angelique Grayheck, Kristin Knapp, and Liliana Benajmin.	Program director will ensure certificates are onsite for review or training is documented in MiRegsity, 16 hours each calendar year.	01/31/2023
R400.8143(1) Children's records	Of the 30 child information cards reviewed, 30 had missing documentation including, date of admission, special needs/allergies, date of birth, permission for medical treatment, signature/date of parent.	Program director will ensure all child information cards are filled out in their entirety at time of enrollment in program.	01/31/2023
R400.8146(2) Information provided to parents.	Of the 30 children records reviewed 30 did not have a licensing notebook notification signed by a parent on file for review at time of inspection.	Program director will ensure all parents are provided with and sign the licensing notebook notification.	02/28/2023

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.

Technical assistance and consultation:

R400.8161(8) Program director will train staff on emergency procedures twice a year and retain documentation onsite for review.

R400.8122(2)(e) Program director will ensure individuals are connected and disconnected timely in the CCBC, and that it is accurately maintained.

R400.8125(3) Program director will retain onsite for all supervised volunteers their PSOR clearances.

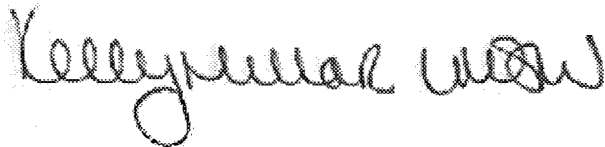
R400.8315(1) Program director will ensure all fridge's have a thermometer below 41 degrees.

R400.8161(5) Program director will ensure a fire drill is completed each quarter of the calendar year, not school year, maintain documentation onsite.

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.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kelly Millar LMSW".

Kelly Millar, LMSW, Licensing Consultant
Child Care Licensing Bureau
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Lansing, MI 48909
989-385-6683