



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 16, 2022

April Cole
Childtime Childcare, Inc.
Suite 100
21333 Haggerty Road
Novi, MI 48375

RE: License #: DC250410414
2022D0520012
RE: SI LOG #: **Childtime Learning Center**
4465 W Hill Rd
Swartz Creek, MI 48473

Dear Ms. Cole:

This letter is to advise you that the 05/12/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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 Staff; volunteer; requirements	On April 5, 2022, Maggie Andres, child care staff member, did not provide appropriate care and supervision to Child A (male, age 2) when he left the building unsupervised for approximately 1 minute and 45 seconds and was located in the front parking lot by Amanda Brinch, child care staff member.	A door alarm has been purchased and received on 5/2/2022 to alert staff members when the back door leading to an unsecure location is opened. A work order has been placed for maintenance to secure the alarm in the Early Preschool classroom back door at their next scheduled visit on 5/18/2022.	5/18/2022
		School management and staff has also been retrained on	04/19/2022

		maintaining the door alarms and ensuring they are on at all times. Staff have also been retrained on 4/19/2022 during a staff meeting on appropriate care and supervision; specially making sure that children are supervised by sight and sound throughout the day. Staff have also been provided with talkie talkies in their classrooms to call to the office for assistance so that they do not turn their back to the classroom to get help in the hallway.	
R 400.5158 Incident, accident, injury, illness, death, fire reporting	On April 6, 2022, the facility failed to report to the department within 24 hours that Child A had left the building unsupervised on April 5, 2022.	All school management, including the program director, licensee and licensee designee have been retrained on incident, accident, injury, illness, death, and fire reporting. Going forward, the Program Director and/or licensee designee will call in all incidents, accidents, injuries, illnesses deaths and fires within 24 hours to licensing.	05/12/2022
R 400.8182 Ratio and group size requirements	On April 5, 2022, the Preschool classroom was out of ratio at the time of the incident in the Young Preschool classroom. Ms. Williams was alone in the Preschool classroom with 20 preschool aged children for over 10 minutes. Ms. Wilson, who was the second assigned child care staff member to the classroom, left to do lunch breaks without waiting for a child care staff member replacement.	Additional staff has been hired to accommodate the number of children enrolled in the school. In addition to the new staff members, the Director and Assistance Director are available to assist in classrooms when necessary to maintain ratio. Center staff have been retrained on attendance expectations and the school Director will make adjustments to staffing in the event of staff absences to meet ratio needs. This includes calling employees into work earlier then scheduled, asking staff to stay	05/12/2022

		later than scheduled and using the Director and Assistant Director in the classroom to cover ration. We have asked parents to follow the schedule they provide so we are scheduling staff properly for ratio coverage. We require a 24-hour notice, if a parent is dropping off earlier or later then incident. If a family drops off and puts a classroom out of ration staff know to ask the parent to stay until proper ratio is met. Going forward, ratio and maximum group size will be followed in all classrooms in the building.	
R 400.8182 Ratio and group size requirements	On April 11, 2022, I observed the following classrooms out of ratio: • 2's Classroom West side of the building had five children and one child care staff member for approximately five minutes. • 1's Classroom East side of the building had six children and one child care staff member for approximately three minutes. • 2' s Classroom East side of the building had five children and one child care staff member for approximately four minutes. • Infant Classroom had six children and one child care staff member for	Additional staff has been hired to accommodate the number of children enrolled in the school. In addition to the new staff members, the Director and Assistance Director are available to assist in classrooms when necessary to maintain ratio. Center staff have been retrained on attendance expectations and the school Director will make adjustments to staffing in the event of staff absences to meet ratio needs. This includes calling employees into work earlier then scheduled, asking staff to stay later than scheduled and using the Director and Assistant Director in the classroom to cover ration. We have asked parents to follow the schedule they provide so we	05/12/2022

	approximately three minutes.	are scheduling staff properly for ratio coverage. We require a 24-hour notice, if a parent is dropping off earlier or later than incident. If a family drops off and puts a classroom out of ratio staff know to ask the parent to stay until proper ratio is met. Going forward, ratio and maximum group size will be followed in all classrooms in the building.	
R 400.8182 Ratio and group size requirements	On April 11, 2022, I observed the Young Preschool classroom East side of the building had nine children and one child care staff member for two minutes. I observe the Young Preschool classroom then had ten children and one child care staff member for two minutes, bringing the total time to approximately four minutes.	Additional staff has been hired to accommodate the number of children enrolled in the school. In addition to the new staff members, the Director and Assistance Director are available to assist in classrooms when necessary to maintain ratio. Center staff have been retrained on attendance expectations and the school Director will make adjustments to staffing in the event of staff absences to meet ratio needs. This includes calling employees into work earlier than scheduled, asking staff to stay later than scheduled and using the Director and Assistant Director in the classroom to cover ratio. We have asked parents to follow the schedule they provide so we are scheduling staff properly for ratio coverage. We require a 24-hour notice, if a parent is dropping off earlier or later than incident. If a family drops off and puts a classroom out of ratio	05/12/2022

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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 (810) 787-7031.

Sincerely,



Erin Kidd, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa St.
P.O. Box 30664
Lansing MI, 48909-8164
(810) 931-1786