



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 10, 2022

Kristin Goethals
Kingsley Area Schools
402 Fenton
Kingsley, MI 49649

RE: License #: DC280383094
Kingsley Summer Program and Extended Day
403 Blair Street
Kingsley, MI 49649

Dear Ms. Goethals:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 02/03/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the interim inspection I observed the extended day program with 3 staff members and 36 school age children. I observed transition from the school day to extended day care, child sign in time, transition from the elementary school gym to the middle school library and large group gathering time, transition to handwashing and snack in the cafeteria, table-top activities, and child departure time. Staff counted children multiple times to account for each child listed on their attendance and guided them through each transition using well-established routines.

The violations that were found are:

R 400.8152 Medication; administrative procedures.

(2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

One child's epi-pen and Benadryl medications were not accompanied by written permission forms from his/her parent.

Technical Assistance and Consultation were provided on the following:

- Child information cards. Make sure each required section, including allergies/special needs/special instructions, is complete. This section is often overlooked because it is in the middle of the page when printed on 1 sheet of paper.
- If a child has a severe allergy requiring emergency medication for anaphylaxis, all of the prescribed and over-the-counter medications should be accessible to staff. If a parent does not provide an epi-pen, or if they refuse to bring one in, it is highly recommended that you obtain a signed/dated statement from parent stating this information, along with detailed directions on how staff should handle an anaphylaxis emergency.
- All child care staff members, even those who work only during summer months, must have all required documentation in their onsite file.
- Posting the most recent snack calendar at the beginning of each month. It is recommended that you complete the snack calendar a week before the end of the month, so it is ready for posting on the first day of the month.
- During arrival time, one staff member should always supervise the group of children who are sitting and waiting for their peers to arrive. Staff should be mindful to not turn their backs on the larger group when speaking with other staff or children.
- Licensing notebook summary sheet completion support was provided.
- An emergency care plan example, background check posting information, and school age statement of health information was provided via email.

On 02/03/2022, you gave us an acceptable written corrective action plan.

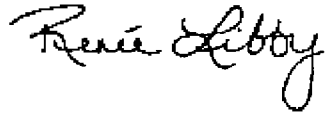
During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (231) 922-5309.

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 that reads "Renee Libby". The signature is written in black ink and is positioned below the word "Sincerely,".

Renee Libby, Licensing Consultant
Child Care Licensing Bureau
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P.O. Box 30664
Lansing, MI 48909
(231) 357-3087