



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 13, 2023

Kristopher Hall
SEEDS
P.O. Box 2454
Traverse City, MI 49685-2454

RE: License #: DC280395205
SEEDS-Fife Lake Elementary
108 Pierce St
Fife Lake, MI 49633

Dear Mr. Hall:

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

During the renewal inspection on 4/12/2023, I found 6 violations. The violations are listed below and explained in the attached report:

R 400.8131(11)	Professional development requirements.
R 400.8131(12)	Professional development requirements.
R 400.8152(4)	Medication; administrative procedures.
R 400.8161(1)(e)	Emergency procedures.
R 400.8350(5)	Toilets; hand washing sinks.
R 400.8380(11)	Maintenance of premises.

Due to the violations, you must send us a corrective action plan by 5/1/2023. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. 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.

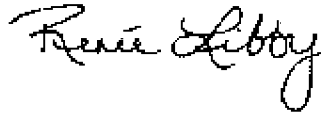
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	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

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, if applicable.

Sincerely,



Renee Libby, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30837
 Lansing, MI 48909
 (231) 357-3087

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC280395205
Licensee Name:	SEEDS
Licensee Address:	P.O. Box 2454 Traverse City, MI 49685
Licensee Telephone #:	(231) 947-0312
Licensee/Designee:	Kristopher Hall, Designee
Name of Facility:	SEEDS-Fife Lake Elementary
Facility Address:	108 Pierce St Fife Lake, MI 49633
Facility Telephone #:	(231) 947-0312
Original Issuance Date:	10/16/2018
Capacity:	40
Age Range:	Ages 5 years 0 months Thru 12 years
Program Components:	SCHOOL AGE BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/12/2023
 Date of Environmental Health Inspection: 02/14/2023
 Date of Fire Safety Inspection: 02/09/2023
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	40	10
No. of staff employed	4	4
No. of volunteers	1	1
No. of children present at time of inspection	32	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	32	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: The approved use space includes Room 23 (art/music room), Room 22, the cafeteria, and the gymnasium.

Approved Program Director: Ms. Hannah Bird is the approved Program Director

Approved Central Administrator: Ms. Sandra Ehlers is approved as Central Admin.

Approved Variances: None

Key Indicator Inspection: No

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

During the renewal inspection, I observed child arrival, gym time, small group art and Lego building activities, handwashing, snack, and large group outdoor activities. Child care staff members engaged in positive interactions with children, promoted pro-social interactions, and facilitated child-initiated learning opportunities throughout the inspection period. Child care staff member Ms. Amanda Gordon showed great skill in compassionately supporting and validating a student who brought up a personal concern.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8131 Professional development requirements.

(11) Verification of all professional development required by this rule must be kept on file at the center or online at MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.

Licensee designee Ms. Ehlers and program director Ms. Bird did not ensure that all professional development was kept on file at the center or online at MiRegistry. Staff training records for 2021 and 2022 showing a minimum of 16 hours of professional developmental annually were not available on file or on MiRegistry at the time of the inspection. Ms. Amanda Gordon had 4 hours of professional development logged in MiRegistry in 2022 and 13 hours in 2021. Ms. Bird had 3 hours of PD logged in MiRegistry in 2022 with 1 additional hour of Love and Logic training noted in an email on file. Ms. Bird stated that all staff completed at least 16 hours of professional development in 2021 and 2022, and she thought their training hours had been uploaded to MiRegistry.

R 400.8131 Professional development requirements.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

Child care staff member Ms. Amanda Gordon did not complete the Health and Safety Refresher in 2021.

R 400.8152 Medication; administrative procedures.

(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

Ms. Bird did not ensure that all prescription medication had the pharmacy label indicating the physician's name, child's first and last name, instructions, and name and strength of the medication. One child's inhaler did not have a pharmacy label as required by the rule.

R 400.8161 Emergency procedures.

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

Ms. Ehlers did not ensure that crisis management procedures were developed and implemented for the care of children and staff during emergencies related to intruders, active shooters, bomb threats, and other man-made events. The school's crisis management plans were posted in Room #23, however they were not relevant to the SEEDS program and did not meet all components required by child care licensing.

R 400.8350 Toilets; hand washing sinks.

(5) Hand washing sinks must have warm running water not to exceed 120 degrees Fahrenheit.

Warm running water was not available at the handwashing sinks in Room #23 and the bathroom off of the gym. The hot water line to provide warm running water was not operational at these two handwashing sinks.

R 400.8380 Maintenance of premises.

(1) The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety.

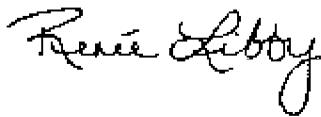
Ms. Ehlers and Ms. Bird did not ensure that the premises were maintained in a clean and safe condition that did not pose a threat to health or safety. During the inspection, staff were using a disinfectant called E-23 to sanitize the cafeteria tables before snack. The disinfectant was stored in a small spray bottle that did not meet the manufacturer's criteria. The manufacturer's directions state that this disinfecting product must not be used on food contact surfaces.

Technical Assistance and Consultation were provided on the following:

- **R400.8131(10)** – CPR certification/training must specifically state that it includes pediatric, child, and adult CPR as well as first aid.
- **R400.8134(1)** – If parents do not work, they must write “none” in that section on their child information card. A blank line in any required section is not permissible.
- **R400.8125(3)** – All supervised volunteers must 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.
- **R400.8110(6)** – As a reminder, accurate arrival/departure times must be documented for all staff and volunteers.
- The new recall list needs to be posted in a place visible to staff and parents.
- Double check staff files/paperwork to ensure the dates of TB tests, trainings, and clearances are accurately documented on staffing plans.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.



04/13/2023

Renee Libby
Licensing Consultant

Date