



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

March 5, 2021

Cassie Thelen
Alma Public Schools
1500 N. Pine
Alma, MI 48801

RE: License #: DC290021443
Luce Road ECLC
6265 N Luce Road
Alma, MI 48801

Dear Ms. Thelen:

This letter is to advise you that the 03/04/2021 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
R400.8110(6) Applicant; licensee; licensee designee requirements.	When on-site child care staff members were unable to provide a record detailing the daily arrival and departure times for child care staff members.	Ms. Cassie Thelen will provide each classroom with a sign-in document for each month.	02/21/2021
R400.8112(2)(e) Comprehensive background check; fingerprinting.	Licensee designee/program director Ms. Cassie Thelen did not maintain the center's child care background check account.	Ms. Cassie Thelen will confirm that when a staff member leaves the center, they are disconnected in the center's LARA background check account. All staff members have been changed from "unsupervised volunteer" to "child care staff member".	02/21/2021

R400.8125(5)(a-c) Staff; volunteer; requirements.	Licensee designee/program director Ms. Cassie Thelen did not have on file a signed and dated written statement for child care staff member [REDACTED]	[REDACTED] will not be a substitute for the center moving forward.	02/21/2021
R400.8128 Staff; volunteer; tuberculosis.	Licensee designee/program director Ms. Cassie Thelen did not have on file evidence that child care staff member [REDACTED] was free from communicable tuberculosis.	[REDACTED] will not be a substitute for the center moving forward.	02/21/2021
R400.8131(3) Professional development requirements.	Licensee designee/program director Ms. Cassie Thelen did not ensure that all child care staff members had completed the training on the prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect prior to caring for children.	Ms. Cassie Thelen will confirm that all current staff have completed the Health and Safety Trainings Course 1 and Course 2 through MiRegistry and a registry of completion will be placed in their individual files.	02/21/2021
R400.8131(4) Professional development requirements.	Licensee designee/program director Ms. Cassie Thelen did not ensure that all child care staff members had completed the prevention and control of infectious disease training, including immunizations prior to caring for children.	Ms. Cassie Thelen will confirm that all current staff have completed the Health and Safety Trainings Course 1 and Course 2 through MiRegistry and a registry of completion will be placed in their individual files.	02/21/2021
R400.8131(5)(a) Professional development requirements.	Licensee designee/program director Ms. Cassie Thelen did not ensure that all child care staff members had completed training in the	Ms. Cassie Thelen will confirm that all current staff have completed the Health and Safety Trainings Course 1 and Course 2 through MiRegistry and a registry	02/21/2021

	administration of medication.	of completion will be placed in their individual files.	
R400.8131(5)(b) Professional development requirements.	Licensee designee/program director Ms. Cassie Thelen did not ensure that all child care staff members had completed training in the prevention of and response to emergencies due to food and allergic reactions.	Ms. Cassie Thelen will confirm that all current staff have completed the Health and Safety Trainings Course 1 and Course 2 through MiRegistry and a registry of completion will be placed in their individual files.	02/21/2021
R400.8131(5)(c) Professional development requirements.	Licensee designee/program director Ms. Cassie Thelen did not ensure that all child care staff members had completed the training in building and physical premises safety.	Ms. Cassie Thelen will confirm that all current staff have completed the Health and Safety Trainings Course 1 and Course 2 through MiRegistry and a registry of completion will be placed in their individual files.	02/21/2021
R400.8131(5)(d) Professional development requirements.	Licensee designee/program director Ms. Cassie Thelen did not ensure that all child care staff members had completed the training in emergency preparedness and response planning.	Ms. Cassie Thelen will confirm that all current staff have completed the Health and Safety Trainings Course 1 and Course 2 through MiRegistry and a registry of completion will be placed in their individual files.	02/21/2021
R400.8131(5)(e) Professional development requirements.	Licensee designee/program director Ms. Cassie Thelen did not ensure that all child care staff members had completed the training in the handling and storage of hazardous materials and appropriate disposal of bio-contaminants.	Ms. Cassie Thelen will confirm that all current staff have completed the Health and Safety Trainings Course 1 and Course 2 through MiRegistry and a registry of completion will be placed in their individual files.	02/21/2021
R400.8143(1) Children's records.	Six of ten child information cards had incorrect or missing information.	Ms. Cassie Thelen will have the lead caregivers confirm that all information cards have been completed according to licensing requirements.	02/21/2021

R400.8143(11) Children's records.	The daily attendance records did not have a recorded time of departure.	Child care center staff will collect all attendance data for sign-in and sign-out.	02/21/2021
R400.8161(4) Emergency procedures.	Child care staff member Ms. Rena Haase was unable to locate the crisis management plan.	Ms. Cassie Thelen will meet with all staff to review the emergency procedures at their annual orientation.	02/21/2021
R400.8170(11) Outdoor play area.	The rock wall, used by child care children, had not been approved for use.	Ms. Cassie Thelen has contacted the facilities director to have the rock wall inspected. Child care children will not use the rock wall until it has been approved by a qualified playground inspection for use.	03/28/2021
R400.8173(9) Equipment.	The first aid kits did not contain all of the required component. The kits also contained medication.	Ms. Cassie Thelen will go through each room's First Aid kit to confirm that only LARA allowed items are in the kits. Any other items must be kept in a locked location for adult use only.	03/023/2021
R400.8112(1)(a) Comprehensive background check; fingerprinting.	Licensee designee/program director Ms. Cassie Thelen did not ensure that child care staff member [REDACTED] had completed the comprehensive background check process prior to having unsupervised contact with children.	[REDACTED] will not be a substitute for the center moving forward. Only child care staff members who have completed the child care background check process and have been "connected" to the center's CCBC account will work in the child care center rooms.	02/21/2021

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,

A handwritten signature in cursive script that reads "Dana M. Desgranges".

Dana Desgranges, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 388-4625