



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 30, 2023

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:

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 1/18/2023, I found five violations. The violations are listed below and explained in the attached report:

- R400.8110(10) Applicant; licensee; licensee designee; requirements.
- R400.8143(1) Children's records.
- R400.8152(1) Medication; administrative procedures.
- R400.8158(3) Incident, accident, injury, illness, death, fire reporting.
- R400.8170(10) Outdoor play area.

Due to the violations, you must send us a corrective action plan by **2/20/2023**. 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.

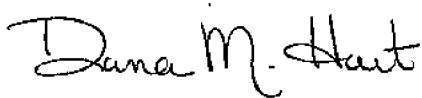
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

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 517-284-9730.

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

Sincerely,



Dana M. Hart, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (517) 388-4625

Enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC290021443
Licensee Name:	Alma Public Schools
Licensee Address:	1500 N. Pine Alma, MI 48801
Licensee Telephone #:	(989) 463-3111
Licensee/Designee:	Cassie Thelen, Designee
Name of Facility:	Luce Road ECLC
Facility Address:	6265 N Luce Road Alma, MI 48801
Facility Telephone #:	(989) 463-1012
Original Issuance Date:	02/01/1991
Capacity:	60
Age Range:	Ages 3 years 0 months Thru 6 years
Program Components:	GSRP PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 01/18/2023
 Date of Environmental Health Inspection: 03/07/2019
 Date of Fire Safety Inspection: 12/15/2022
 Date of Lead Hazard Risk Assessment, if applicable: 02/22/2019
 Date of Documentation of Playground Compliance, if applicable: 05/13/2021

		No. of Records Reviewed
No. of children enrolled in care	48	15
No. of staff employed	15	5
No. of volunteers	10	1
No. of children present at time of inspection	40	
No. of staff present at time of inspection	11	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	40	
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: Room #12, Room #13, Room #16 have been approved for child care use. The Gymnasium/Cafeteria, Room #32 and Room #3 have been approved as additional use space.
 Approved Program Director: Ms. Cassie Thelen and Ms. Tia Hahn.
 Approved Central Administrator: Ms. Cassie Thelen.
 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.

When I arrived in Room #12, lead caregiver Ms. Heather Hutchins was present; along with child care staff members Mr. Tim Cryer, Ms. Ashely Little, Ms. Amy Wonsey and Ms. Tina Guild. There were eleven children in attendance. The children were engaged in free choice time. I was able to observe hand washing, bathroom use, transitioning, small group, lunch and rest time.

When I arrived in Room #13, lead caregiver Ms. Jolene Aylor was present; along with child care staff members Ms. Olga Irvin and Ms. Annalisia Pena. There were sixteen children in attendance. The children were observed engaged in free choice time, a music and movement activity, a large group activity, hand washing, bathroom use, transitioning, outdoor play and lunch.

When I arrived in Room #16, lead caregiver Ms. Emily Snider was present; along with child care staff member Ms. Becca Legeman and volunteer Ms. Kris Hermes. The children were observed in free choice time, circle time, hand washing, bathroom use, clean up, transitioning, outdoor play and rest time.

All of the child care staff members had a good rapport with each other, as well as, with the children in care. The rooms were very well organized and developmentally appropriate, providing a wide variety of toys and activities for the children to interact with and use. The children appeared to be familiar with the daily routine and expectations.

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

R 400.8110 Applicant; licensee; licensee designee; requirements.

(10) Written approval from the department must be obtained before making any changes in the terms of the license, including but not limited to, adding use space, changing age groups served, changing program components, changing the capacity of the center, or making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.

Licensee designee Ms. Cassie Thelen, did not ensure that all spaces used by the child care children had been approved. Child care staff member Ms. Olga Irvin was observed walking a child down to the school's nurse's office and waiting with the child in the office for approximately 2-5 minutes. The school's nurse's office has not been approved for use by the department.

R 400.8143 Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Fifteen child information cards were reviewed. Seven of the cards did not contain a parent employer contact telephone number; two of the cards did not contain a parent's employer's information; one card had not completed the special needs and/or allergies section; one card had not completed the physician or health clinic information; and one card did not have a completed date for the parent's signature.

REPEAT VIOLATION ESTABLISHED

LSR dated 04/19/2019

Corrective Action Plan dated 04/24/2019

LSR dated 02/17/2021

Corrective Action Plan dated 03/04/2021

R 400.8152 Medication; administrative procedures.

(1) Medication, prescription or nonprescription, must be given to a child by a child care staff member only.

One child was observed receiving medication from the school's nurse. The school nurse does not have any records on file, nor has she completed any of the required trainings with the center to be listed as a child care staff member.

R 400.8158 Incident, accident, injury, illness, death, fire reporting.

(3) A licensee, licensee designee, or program director shall report to the department, via phone, fax, or email, within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.

Child care staff member Ms. Jolene Aylor submitted an Incident Report with the department on 01/23/2023 for an incident that took place on 01/19/2023. Ms. Aylor was notified by the child's mother that she had sought medical treatment for her child, but Ms. Aylor did not report the incident to the department within the required 24 hours of notification.

R 400.8170 Outdoor play area.

(10) An outdoor play area and any equipment located on the center's premises must be maintained in a safe condition and inspected daily before use to ensure that no hazards are present.

The following items were observed in the outdoor play area:

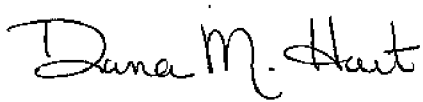
- Both sheds had flaking paint, the red shed had a rotten piece of trim and protruding, rusty nails.
- A bench and picnic table had protruding nails.

Technical assistance and consultation were provided to Ms. Cassie Thelen in the following areas:

- Identifying and recording the first day child care staff members are providing care and supervision for child care children.
- Clarified the definition of a child care staff member and a volunteer.
- **R400.8140(2)(a-i) Discipline.** Include these components in the discipline policy for both parents and staff.
- **R400.8143 Children's records.** Ensure the sign in and out student attendance sheet, used by support staff, includes the children's first and last names.
- **R400.8146(1)(j) Information provided to parents.** Update the medication policy in the parent handbook.
- **R400.8155(5) Child accidents and incidents; child and staff illness.** A center shall have a written policy detailing when children, staff, and volunteers will be excluded from the center due to illness.
- **R400.8188(14) Sleeping, resting, and supervision.** Resting or sleeping areas must have adequate soft lighting to allow the child care staff member to assess children.
- **R400.8340(3) Food services and nutrition; provided by parents.** Ensure that all lunch pails brought from home include the child's first and last name and the date it was brought into the center.
- **R400.8380(1) Maintenance of premises.** Ensure that all lamp cords are secured as to not create a tripping hazard.
- **R400.8520(14) Interior finishes.** Combustible materials and decorations may be displayed on walls, not to exceed 20% of each wall in each room.

IV. RECOMMENDATION

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

Handwritten signature of Dana M. Hart in black ink.

01/30/2023

Dana M. Hart
Licensing Consultant

Date