



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 16, 2023

Traci Gavenda
Ashley Community Schools
P.O. Box 6
Ashley, MI 48806

RE: License #: DC290269354
Ashley Community Schools
104 N. New Street
Ashley, MI 48806

Dear Ms. Gavenda:

This letter is to advise you that the 05/12/2023 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
R400.8131(6)(a-h) Professional development requirements.	Child care staff member, Ms. Theresa Ward only had a documented three hours of training on file for the 2022 calendar year.	Program director, Ms. Stephanie Combs will check Ms. Ward's progress on professional development hours 4 times per year. Ms. Ward will take available professional development for the required hours on MiRegistry throughout the year.	05/12/2023
R400.8143(1) Children's records.	Three child information cards had missing or incomplete information.	Program director, Ms. Stephanie Combs will have parents fill out the missing information on the child information cards.	05/18/2023

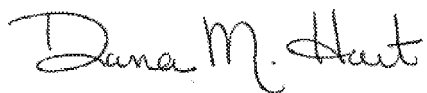
		She will review all Child Information Records upon receipt from parents.	
R400.8146(2) Information provided to parents.	Five children's files did not have a signed and dated statement by the parent's that they had received a copy of the parent handbook.	Program director, Ms. Stephanie Combs will provide the handbook and handbook receipt to the parents. She will be sure to collect the handbook receipt from parents before the student starts the program.	05/15/2023
R400.8152(9) Medication; administrative procedures.	Two medication forms had missing or incomplete information.	Program director, Ms. Stephanie Combs will print off a new medical form and have it filled out by parents with correct information and all fields filled out. She will print forms and give to classroom teachers. Classroom teachers will distribute forms as needed and will be reviewed by Ms. Combs upon receipt.	05/16/2023
R400.8161(4) Emergency procedures.	Child care staff member, Ms. Francine Sourek was unable to locate the crisis management plans.	Program director, Ms. Stephanie Combs will inform Ms. Francine Sourek where the crisis management plan is located. She will review the location of the plans 4-6 times per school year with staff.	05/03/2023
R400.8176(16) Sleeping equipment.	Sleeping cots were not being washed, rinsed and sanitized.	Child care staff members, Ms. Maycee Yelsik, Ms. Rebecca Hanley and Ms. Francine Sourek will three step the cots when soiled, between uses by different children, and at least once a week.	05/03/2023

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. Hart".

Dana M. Hart, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(517) 388-4625