



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 10, 2021

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:

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 05/04/2021, I found four violation(s) listed below and explained in the attached report:

- R400.8112(2)(c) Comprehensive background check; fingerprinting.
- R400.8131(11) Professional development requirements.
- R400.8131(8) Professional development requirements.
- R400.8143(1) Children's records.

Due to the violations, you must send us a corrective action plan by **May 30, 2021**. 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.

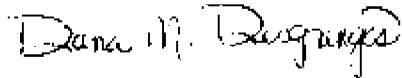
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

| During calendar year 2020: | 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 Desgranges, Licensing Consultant
 Bureau of Community and Health Systems
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (517) 388-4625

Enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

| | |
|--------------------------------|---|
| License #: | DC290269354 |
| Licensee Name: | Ashley Community Schools |
| Licensee Address: | 104 N. New St. Ashley, MI 48806 |
| Licensee Telephone #: | |
| Licensee/Designee: | Traci Gavenda, Designee |
| Name of Facility: | Ashley Community Schools |
| Facility Address: | 104 N. New Street Ashley, MI 48806 |
| Facility Telephone #: | (989) 847-4000 |
| Original Issuance Date: | 09/13/2004 |
| Capacity: | 40 |
| Age Range: | Ages 3 years 0 months Thru 5 years 0 months |
| Program Components: | GSRP PRESCHOOL |

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 05/04/2021
 Date of Environmental Health Inspection: 03/08/2021
 Date of Fire Safety Inspection: 02/26/2021
 Date of Lead Hazard Risk Assessment, if applicable: 08/21/2019
 Date of Documentation of Playground Compliance, if applicable: 08/31/2018

| | | No. of Records Reviewed |
|---|-------------------------------------|----------------------------|
| No. of children enrolled in care | 14 | 14 |
| No. of staff employed | 6 | 6 |
| No. of volunteers | 0 | 0 |
| No. of children present at time of inspection | 9 | |
| No. of staff present at time of inspection | 2 | |
| No. of volunteers present at time of inspection | 0 | |
| No. of children interviewed/observed | 9 | |
| 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 1 and Room 2 are approved for child care use. Room 9, the Library, Auxillary Gymnasium and the Main Gymnasium are approved as additional use space.
 Approved Program Director: Ms. Stephanie Combs.
 Approved Central Administrator: None.
 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 1 and Room 2 program director/lead caregiver Ms. Stephanie Combs was present; along with child care staff member Ms. Mallory Yelsik. There were a total of nine children in attendance. The children were observed sitting together in a large group on a rug participating in circle time activities. Together, along with Ms. Yelsik, they reviewed the daily schedule,

counted and reviewed number identification and answered a question of the day. The children were also observed washing their hands, transitioning into Room 9 for free choice time, engaged in play, transitioning outside for outdoor play and eating lunch. Ms. Combs and Ms. Yelsik provided a welcoming and developmental appropriate environment in which the children were able to move about and explore with guidance and independence. The children appeared to be happy and comfortable within their care. They were aware of the daily routine and expectations. Ms. Combs and Ms. Yelsik attended to the children's wants and needs in a timely manner.

The Library, Auxillary Gymnasium and the Gymnasium were not inspected at this time, due to the fact that they have not, and will not, be used during the 2020-2021 school year due to COVID-19.

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

R 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(c) Provide to the department, upon request, a copy of the individual's completed and signed form or forms.

Program director Ms. Stephanie Combs was unable to provide a signed and dated consent and disclosure form for licensee designee Ms. Traci Gavenda and child care staff member Ms. Mallory Yelsik.

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.

Program director Ms. Stephanie Combs was unable to provide documentation of the 16 annual hours of professional development completed by child care staff members Ms. Meggan Andrews and Ms. Theresa Ward.

R 400.8131 Professional development requirements.

(8) An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules.

There was not an on-going professional development plan for child care staff members Ms. Stephanie Studt, Ms. Meggan Andrews and Ms. Theresa Ward.

REPEAT VIOLATION ESTABLISHED
LSR dated 06/16/2017 [cited as: R400.8131(5)]
Corrective Action Plan dated 06/28/2017

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.

Fourteen child information cards were reviewed. Ten cards had missing or incomplete information in the following areas:

- Seven cards did not have a parent work phone number.
- One card did not have a parent employer name.
- Two cards did not have a parent signature date.

REPEAT VIOLATION ESTABLISHED

LSR dated 06/16/2017 [cited as R400.8131(5)]
Corrective Action Plan dated 06/28/2017

LSR dated 05/06/2019
Corrective Action Plan dated 05/22/2019

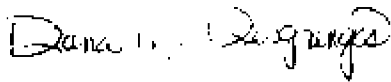
Technical assistance and consultation was provided to program director Ms. Stephanie Combs in the following areas:

- **R400.8131(1) Professional development requirements.** Documentation of completed orientation by child care staff members.
- **R400.8125(5)(b) Staff; volunteer; requirements.** The center's written policies for reporting child abuse and neglect kept on file.
- **R400.8146(1)(h) Information provided to parents.** Ensure the parent handbook provides information for parent notification for accidents, injuries, incidents and illnesses.
- **R400.8140(2)(a-i) Discipline.** Ensure that the discipline policy is updated to include (2)(a-j).
- **R400.8161(2)(b) Emergency procedures.** Ensure the written emergency plans include an identified relocation site.

- **R400.8161(2)(h) Emergency procedures.** Include the wording “chronic medical conditions” to the accommodation section for children with special needs.
- **R400.8161(8) Emergency procedures.** Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule.
- **First Aid Kit:** add a roll of gauze.
- **Referenced the Guidelines for Safe Child Care Operations During COVID-19 to assure the facility is following all applicable items.**

IV. RECOMMENDATION

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



05/10/2021

Dana Desgranges
Licensing Consultant

Date