



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 24, 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:

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 04/13/2023, I found six violation(s) listed below and explained in the attached report:

- **R400.8131(6)(a-h) Professional development requirements.**
- **R400.8143(1) Children's records.**
- **R400.8146(2) Information provided to parents.**
- **R400.8152(9) Medication; administrative procedures.**
- **R400.8161(4) Emergency procedures.**
- **R4008176(16) Sleeping equipment.**

Due to the violations, you must send us a corrective action plan by **05/15/2023**. 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.

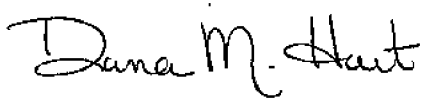
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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 30837  
 Lansing, MI 48909  
 (517) 388-4625

Enclosure

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

**I. IDENTIFYING INFORMATION**

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

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/13/2023  
 Date of Environmental Health Inspection: 03/08/2021  
 Date of Fire Safety Inspection: 04/05/2023  
 Date of Lead Hazard Risk Assessment, if applicable: 01/08/2015 & 07/29/2018  
 Date of Documentation of Playground Compliance, if applicable: 04/11/2023

		No. of Records Reviewed
No. of children enrolled in care	19	10
No. of staff employed	8	5
No. of volunteers	0	0
No. of children present at time of inspection	16	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	16	
Persons Interviewed:	Licensee/Licensee Designee	<input 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**, lead caregiver Ms. Francine Sourek was present, along with program director, Ms. Stephanie Combs. There were five children in attendance. The children had just arrived at the center and were eating breakfast at the tables. Throughout the visit, I was able to observe free choice time, large group

and transitions. Ms. Sourek had a good rapport with the child care children. She attended to their wants and needs in a timely fashion.

When I arrived in **Room 2**, lead caregiver Ms. Rebecca Hanley was present, along with child care staff member Ms. Maycee Yelsik. There were eleven children in attendance. The children were observed eating breakfast. Throughout the visit, I was able to also observe a large group activity, a small group activity, sanitizing of tables, bathroom break, hand washing and free choice time. Ms. Hanley and Ms. Yelsik worked well together and provided a calm, comfortable and developmentally appropriate environment for the children.

I did not observe arrival and/or departure time, sleeping and/or resting time or outdoor play.

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.**

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Child care center administrative rules.

Child care staff member, Ms. Theresa Ward only had a documented three hours of training on file for the 2022 calendar year.

**REPEAT VIOLATION ESTABLISHED**  
**LSR dated 05/10/2021**  
**Corrective Action Plan dated 05/27/2021**

**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.

Ten child information cards were reviewed. Three of the cards had a missing date of admission; two of the cards had a missing date of birth; one card's permission to treat was left blank and one parent had checked the yes box for allergies and special needs but did not explain.

**REPEAT VIOLATION ESTABLISHED**

**LSR dated 05/10/2021**

**Corrective Action Plan dated 05/27/2021**

**LSR dated 05/06/2019**

**Corrective Action Plan dated 05/22/2019**

**R 400.8146 Information provided to parents.**

(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

Ten children's files were reviewed. Five of the files did not have a signed and dated statement by the parent's that they had received a copy of the parent handbook.

**R 400.8152 Medication; administrative procedures.**

(9) A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.

Two medication forms were reviewed. Both of the forms had a missing date to stop medication; both forms had no explanation as to what "as needed" or "only if needed" means; and both forms had the other directions space left blank.

**R 400.8161 Emergency procedures.**

(4) The crisis management plan required by subrule (2) of this rule must be maintained in a place known and easily accessible to all personnel.

Child care staff member, Ms. Francine Sourek was unable to locate the crisis management plans.

**REPEAT VIOLATION ESTABLISHED**

**LSR dated 05/06/2019**

**Corrective Action Plan dated 05/22/2019**

**R 400.8176                      Sleeping equipment.**

(16) All sleeping equipment and bedding must be washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.

Child care staff members reported that the sleeping cots are only sprayed with bleach water and allowed to air dry once a week.

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

- **R400.8110(6) Applicant; licensee; licensee designee; requirements.** Ensure that sign in and out sheets include a complete date, including the year, and that individuals first and last name when signing child care children in and out of the classroom.
- **R400.8112(2)(b) Comprehensive background check; fingerprinting.** There must be a signature page for child care staff member Ms. Francine Sourek's consent and disclosure form kept on file.
- **R400.8112(2)(e) Comprehensive background check; fingerprinting.** The center's Child Care Background Check account must be maintained at all times; including the roles that are attached to child care staff members.
- **R400.8125(1) Staff; volunteer; requirements.** All staff and volunteers shall provide appropriate care and supervision of children at all times. This includes when the children are waiting in line to use the bathroom. Children must be in the sight line of a child care staff member at all times.
- **R400.8131 Professional development requirements.** If Ms. Megan Wilk is providing care and supervision to child care children, at any time, she must have completed the Health & Safety Trainings Course 1 and Course 2.
- **R400.8131(1) & (11) Professional development requirements.** Child care staff members must have documentation on file that they have completed an orientation about the center's policies and practices and these administrative rules.
- **R400.8152(1) Medication; administrative procedures.** Medication, prescription or nonprescription must be given to a child by a child care staff member only.
- **A Staff Handbook** needs to be provided to the child care staff members which includes the following items: a written screening and supervision policy for child

care staff members and volunteers; a written policy for reporting abuse and neglect; and an on-going professional development plan.

- **Parent Handbook** needs to be updated. An email was sent outlining the required components.
- **Discipline Policy** needs to be updated to include what methods of discipline cannot be used.

#### IV. RECOMMENDATION

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



04/24/2023

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Dana M. Hart  
Licensing Consultant

Date