



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

October 12, 2021

Toby Berry
 Community Action Agency
 1214 Greenwood Ave
 Jackson, MI 49203

RE: License #: DC300022789
Reading Elementary Head Start
221 Strong Avenue
Reading, MI 49274

Dear Ms. Berry:

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](#).

As a result of the renewal inspection on 10/12/2021, I did not find any rule or law violations. You will receive your regular license 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 (616) 356-0183

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

Sincerely,

Charnell Lennox

Charnell Lennox, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503

enclosure

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

I. IDENTIFYING INFORMATION

LicenseLicense #:	DC300022789
Licensee Name:	Community Action Agency
Licensee Address:	1214 Greenwood Ave Jackson, MI 49203
Licensee Telephone #:	(517) 784-4800
Licensee/Designee:	Toby Berry, Designee
Name of Facility:	Reading Elementary Head Start
Facility Address:	221 Strong Avenue Reading, MI 49274
Facility Telephone #:	(517) 283-3778
Original Issuance Date:	10/14/1993
Capacity:	38
Age Range:	Ages 3 years 0 months Thru 5 years 0 months
Program Components:	GSRP PRESCHOOL HEAD START

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 10/12/2021
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 09/13/2021
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	36	20
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	0	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	0	
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: Rooms 111 and 110 of the portable modular unit located at Reading Elementary School plus the gymnasium are approved child use space.
 Approved Program Director: Paula Stead
 Approved Central Administrator: Community Action Agency
 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.

The facility is in compliance with all applicable rules and statutes.

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.

Charnell Lennox 10/12/2021

Charnell Lennox
Licensing Consultant

Date