



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 22, 2022

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

RE: License #: DC300087557
Pittsford Elementary Head Start
9304 Hamilton Street
Pittsford, MI 49271

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 3/8/2022, I did not find any rule or law violations. You will receive your regular license in the mail.

During calendar year 2021:	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 #:	DC300087557
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:	Pittsford Elementary Head Start
Facility Address:	9304 Hamilton Street Pittsford, MI 49271
Facility Telephone #:	(517) 523-4228
Original Issuance Date:	08/09/1999
Capacity:	36
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): 03/08/2022
 Date of Environmental Health Inspection: 9/30/2021
 Date of Fire Safety Inspection: 2/02/2022
 Date of Lead Hazard Risk Assessment, if applicable: 08/04/2017
 Date of Documentation of Playground Compliance, if applicable: 3/28/2011

		No. of Records Reviewed
No. of children enrolled in care		36
No. of staff employed		6
No. of volunteers		0
No. of children present at time of inspection		18
No. of staff present at time of inspection		4
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: Two classrooms and the gymnasium located with Pittsford Elementary School are approved for child use.
 Approved Program Director: Jody Schadler
 Approved Central Administrator: Toby Berry
 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 3/22/2022

Charnell Lennox
Licensing Consultant

Date