



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 28, 2023

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

RE: License #: DC300293821
Hillsdale Head Start
55 Barnard St.
Hillsdale, MI 49242

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](#).

During the renewal inspection on 3/8/2023, I found one violation listed below and explained in the attached report:

R 400.8510(3) Plans and specifications; submission; approval; inspections.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

During calendar year 2022:	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,

Charnell Lennox

Charnell Lennox, Licensing Consultant
611 W. Ottawa
P.O Box 30664
Lansing, MI 48909

enclosure

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

I. IDENTIFYING INFORMATION

LicenseLicense #:	DC300293821
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:	Hillsdale Head Start
Facility Address:	55 Barnard St. Hillsdale, MI 49242
Facility Telephone #:	(517) 262-8971
Original Issuance Date:	01/02/2008
Capacity:	35
Age Range:	Ages 3 years 0 months Thru 5 years 11 months
Program Components:	GSRP TRANSPORTATION PRESCHOOL HEAD START FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/08/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 01/23/2023
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable:

		No. of Records Reviewed
No. of children enrolled in care	33	20
No. of staff employed	6	6
No. of volunteers	0	0
No. of children present at time of inspection	28	
No. of staff present at time of inspection	6	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	28	
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: There are three rooms inside the community action agency that are approved for child use.
 Approved Program Director: Susan Walburg
 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.

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

R 400.8510

Plans and specifications; submission; approval; inspections.

(3) A fire safety inspection shall be conducted by the bureau of fire services or a department-approved qualified fire inspector, and an approval granted, before issuance of the original license and every 4 years thereafter, at the time of renewal.

A fire inspection was not completed with an A rating prior to renewal.

A corrective action plan was requested and approved on 03/10/2023. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

IV. RECOMMENDATION

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

Charnell Lennox 3/28/2023

Charnell Lennox
Licensing Consultant

Date