



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
DIRECTOR

2/27/2024

Litchfield Elementary School
210 William Street, Litchfield, MI, , 49252

License Number: DC300388367

Dear Leeann Brooks,

This letter is to advise you that the 2/26/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8161(3)	A comprehensive emergency procedures plan needs to be written and posted for families and staff.	Emergency procedures plan has been written and posted in the classroom (new the outside door on the North Wall).	2/23/24
R 400.8112(2)(b)	A consent and disclosure form needs to be on file for all staff members.	I have printed, and Ethan has filled out and signed the consent and disclosure form. It has been placed into the licensing notebook.	Completed on 2/22/24
R 400.8152(5)	There were aspirin, ibuprofen, and acetaminophen pills in the first aid kit at children's level	The individual packets of aspirin, ibuprofen, and acetaminophen pills have been removed for the first aid kit. The kit has been placed on the high shelf.	2/22/24

R 400.8128	TB test results were missing for multiple staff members.	Ethan and myself (Leeann) both have negative TB Tests on file now.	2/23/24
R 400.8131(12)	Health and Safety refresher trainings were not completed as required.	Staff members will complete their Health and Safety trainings.	2/26/24
R 400.8131(5)	All three staff members have not completed Health and Safety Training Modules A, B, and C.	All staff completed their Health and Safety training modules A, B, and C.	2/26/24
R 400.8143(1)	Of the 11 child information cards reviewed, 11 were missing the Date of Admission, 8 were missing the employer phone number, 2 were missing physician information, 6 were missing Allergies/Special Needs information, 1 was missing parent permission, and 2 were not signed by a parent	Staff will have parents complete the child information cards that are on file. We will also use the update card provided to us.	3/11/24
R 400.8143(3)	Ten of eleven children's files were missing immunization records	Staff will contact parents and guardians to receive immunization records for the students that are missing them.	3/11/24
R 400.8143(6)	Eight of 11 children were missing completed Health Appraisal forms	Staff with contact parents and guardians to have them return their health appraisal forms.	3/19/24
R 400.8320(5)	A staff member was ripping apart biscuits for children with bare hands.	Staff has disposable gloves that will be worn when touching student's food.	2/22/24
R 400.8161(1)	A comprehensive emergency procedures plan needs to be written and posted for families and staff.	Staff will have emergency procedures posted for families and staff. Also a crisis management plan will be posted in a space only visible to the staff.	3/11/24

It is expected that the corrective action plan will be implemented within the time frames as outlined in your 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.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact Kari Shepherd at (517) 582-8039 or shepherdk6@michigan.gov. In the event that Kari Shepherd is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in black ink, appearing to read "Kari Shepherd". The signature is written in a cursive, flowing style.

Kari Shepherd, Licensing Consultant