



GRETCHEN WHITMER  
GOVERNOR

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

Michelle Richard  
DIRECTOR

**Report Type** : Renewal  
**Inspection Type:** Renewal

**Date of Inspection:** 2/7/2024,  
**Date of Report:** 2/28/2024

<b>Licensee Name(s)</b>	<b>License Number</b>
Litchfield Community Schools	DC300388367
<b>Capacity</b>	<b>Facility Name</b>
36	Litchfield Elementary School
<b>Program Type</b>	<b>Licensee Designee(s)</b>
Center	LEEANN K BROOKS
<b>Central Administrator(s)</b>	<b>Program Director(s) Name</b>
	LEEANN K BROOKS <b>Qualifications:</b> R 400.8113(7)(b) (12). <b>Date PD Approved:</b> 7/13/2017
<b>Facility Address</b>	<b>Mailing Address</b>
210 William Street, Litchfield, MI, 49252	210 Williams Street, Litchfield, MI, 49252
<b>Facility Phone Number</b>	<b>Facility Email Address</b>
5175422388	lbrosks@litchfieldschools.com

### Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [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](#).

The 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 renewal inspection, licensing consultant Kari Shepherd found 9 violations. The violations are listed and explained below. An acceptable written corrective action plan was received on 2/27/2024. A regular license will be issued.

If you have any questions regarding the report, please contact licensing consultant, Kari Shepherd, at (517) 582-8039. 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.

<b>Inspection Details</b>		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
704	9	15
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
11 : 15	3 : 3	0 : 0
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
14 : 14	2 : 2	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	Yes	Yes

<b>Documentation of Required Inspections</b>		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Kitchen license	4/30/2022	Accepted
Boiler Certificate	3/29/2021	Accepted
School-Building Fire Inspection	1/9/2024	Accepted

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8161(3)	Emergency procedures. The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.	A comprehensive emergency procedures plan needs to be written and posted for families and staff.	Violation Established

R 400.8112(2)(b)	Comprehensive background check; fingerprinting. Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.	A consent and disclosure form needs to be on file for all staff members.	Violation Established
R 400.8152(5)	Medication; administrative procedures. A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.	There were aspirin, ibuprofen, and acetaminophen pills in the first aid kit at children's level. All medication and harmful materials need to be kept out of reach of children.	Violation Established
R 400.8128	Staff; volunteer; tuberculosis. Staff; volunteer; tuberculosis.	TB test results were missing for multiple staff members. These need to be kept on file in each staff member's file.	Repeat Violation Established  Reference: : 2/11/2018 :Violation Established;
R 400.8131(12)	Professional development requirements. When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete	Health and Safety refreshers were not taken by any staff members since their hire dates.	Violation Established

	the activity within 6 months of the notice.		
R 400.8131(5)	Professional development requirements. Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:	All three staff members have not completed Health and Safety Training Modules A, B, and C.	Violation Established
R 400.8143(1)	Children's records. 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.	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.	Repeat Violation Established  Reference: : 2/4/2020 :Violation Established; : 1/31/2022 :Violation Established;
R 400.8143(3)	Children's records. For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:	Ten of eleven children's files were missing immunization records.	Violation Established

R 400.8143(6)	Children's records. Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:	Eight of 11 children were missing completed Health Appraisal forms.	Violation Established
R 400.8320(5)	Food preparation. Ready to eat foods must not be prepared or served using bare hands.	A staff member was ripping apart biscuits using bare hands. Gloves must be worn when handling ready-to-eat foods.	Violation Established
R 400.8161(1)	Emergency procedures. Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:	A comprehensive emergency procedures plan needs to be written and posted for families and staff.	Violation Established

<b>Technical Assistance</b>	
<i>Rule Number</i>	<i>Rule</i>
R 400.8161(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.
R 400.8164(3)	

	Emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, must be conspicuously posted in a place visible to staff.
R 400.8173(2)	The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.
R 400.8110(3)(c)	A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.
R 400.8330(10)	Menus must be planned in advance, dated, and posted in a place visible to parents. Food substitutions must be noted on the menus the day the substitution occurs.
R 400.8140(2)(a)	Discipline Policy: Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
R 400.8122(9)	Verification of the education, credentials, and experience of each lead caregiver shall be kept on file at the center or at MiRegistry.
R 400.8125(5)	A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:
R 400.8131(10)	All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric,

	child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.
R 400.8131(12)	When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.
R 400.8113(2)(b)	At least 50% of the time children are in care but not less than a total of 6 hours per day for programs operating 6 or more continuous hours.
R 400.8146(1)(d)	Discipline policy.
R 400.8112(2)(e)	Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.
R 400.8161(7)	A written log indicating the date and time of fire and tornado drills must be kept on file at the center.
R 400.8380(1)	The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety.

<b>Hours of Operation</b>						
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
	07:45 AM To 3:15 PM	07:45 AM To 3:15 PM	07:45 AM To 3:15 PM	07:45 AM To 3:15 PM		

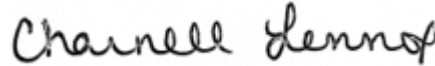
**Bureau Recommendation**

You have submitted an approved Corrective Action Plan. I recommend renewal of a regular license with increased monitoring. Increased monitoring will take place over the next six months and will include unannounced site visits.

**Approved By:**



2/28/2024



2/28/2024

Kari Shepherd  
**Licensing Consultant**

**Date**

Charnell Lennox  
**Area Manager**

**Date**