



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 14, 2023

Brenda Bradbury
Northeast Michigan Community Service Agency
2569 US 23 South
Alpena, MI 49707

RE: License #: DC320394554
Bad Axe Elementary ECC
404 Hatchet Drive
Bad Axe, MI 48413

Dear Ms. Bradbury:

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 2/7/2023, I found two violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- | | |
|-------------------|---|
| R 400.8131 | Professional development requirements. |
| R 400.8167 | Indoor space. |

Due to the violations, you must send us a corrective action plan by 3/7/2023. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.

- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

| 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,



Erin Kidd, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa St.
 P.O. Box 30664
 Lansing MI, 48909-8164
 (810) 931-1786

Enclosure

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

I. IDENTIFYING INFORMATION

| | |
|--------------------------------|---|
| License #: | DC320394554 |
| Licensee Name: | Northeast Michigan Community Service Agency |
| Licensee Address: | 2569 US 23 South Alpena, MI 49707 |
| Licensee Telephone #: | (989) 358-4659 |
| Licensee/Designee: | Brenda Bradbury, Designee |
| Name of Facility: | Bad Axe Elementary ECC |
| Facility Address: | 404 Hatchet Drive Bad Axe, MI 48413 |
| Facility Telephone #: | (989) 269-2736 |
| Original Issuance Date: | 08/28/2018 |
| Capacity: | 40 |
| Age Range: | Ages 2 years 6 months Thru 6 years |
| Program Components: | HEAD START |

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 02/07/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: School Fire Sign Off 11/29/2022
 Date of Lead Hazard Risk Assessment, if applicable: 08/24/2018, 09/01/2021
 Date of Documentation of Playground Compliance, if applicable: N/A

| | | No. of Records Reviewed |
|---|-------------------------------------|----------------------------|
| No. of children enrolled in care | 27 | 15 |
| No. of staff employed | 8 | 8 |
| No. of volunteers | 0 | 0 |
| No. of children present at time of inspection | 27 | |
| No. of staff present at time of inspection | 6 | |
| No. of volunteers present at time of inspection | 0 | |
| No. of children interviewed/observed | 27 | |
| Persons Interviewed: | | |
| Licensee/Licensee Designee | <input type="checkbox"/> | |
| Program Director | <input checked="" type="checkbox"/> | |
| Caregiving staff | <input checked="" type="checkbox"/> | |

Approved Child Use Space: A-2, A-3, A-4 Gym, Art Classroom, Music Classroom
 Approved Program Director: Gabrielle Kerr
 Approved Central Administrator: Brenda Bradbury
 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 400.8131 Professional development requirements.

(11) Verification of all professional development required by this rule must be kept on file at the center or online at

MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.

At the time of the onsite inspection, original Health and Safety Course 1 and Health and Safety Course 2 documentation was unable to be located for Michelle Powell, child care staff member.

R 400.8167 Indoor space.

(3) A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.

At the time of the onsite inspection, child care staff members indicated the 4-year-old classroom had begun eating lunch in the cafeteria to start transition to kindergarten. The cafeteria is not on the list of child care approved spaces. The facility ceased using the cafeteria on February 7, 2023, until approval is received.

- On February 7, 2023, I provide technical assistance to Michelle McDonald and Brenda Bradbury regarding the availability of a program director variance for Jenna Sadro. Ms. Sadro is in the process of completing her associate degree.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to the child care facility (capacity 40).

Erin M. Kidd

February 14, 2023

Erin Kidd
Licensing Consultant

Date