



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 10, 2023

Casey Thompson
YMCA of Lansing
2306 Haslett Rd.
East Lansing, MI 48823

RE: License #: DC330017559
RE: SI LOG #: 2023D0109010
YMCA Parkwood Kids Time Preschool
2306 Haslett Road
East Lansing, MI 48823

Dear Ms. Thompson:

This letter is to advise you that the 05/08/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation Report, 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 400.8158(2)(b)	I interviewed Child B's Mother. She was not aware of any incident regarding her son or inappropriate touching. The center did not report the incident involving an allegation of inappropriate contact with the child's parent.	The licensee designee will email all child care staff members the expectation and internal steps to follow if there is a situation involving allegations of inappropriate contact. The internal steps that will be implemented include child care staff members will report the allegation to the program director as soon as they are made aware of the allegation. The program director will alert the parent of the incident within 24 hours of learning about the situation.	05/10/2023

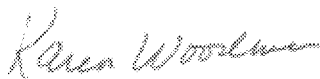
		The parent handbook will be revised to include the reporting process.	09/15/2023
		The internal process will be reviewed at child care staff member trainings at the beginning of every school year and with the onboarding of new child care staff members. Documentation of the training will be placed in each child care staff member file. This will be monitored quarterly by the Associate Executive Director to ensure that training is complete for all child care staff members.	09/15/2023

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 me with any questions. In the event that I am not available, and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,



Karen Woodman, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 285-9301