



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

March 28, 2024

Kaitlin Allen
Spartan Child Development Center
33 Crescent Road
East Lansing, Michigan 48823-5705

License Number: DC330018010

Dear Ms. Allen,

This letter is to advise you that the 3/15/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Case Complaint, 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 400.8125(1)	Child care staff members did not provide appropriate care and supervision of Child B when she was able to continuously bite other children over a five-month period. Program Director Kaitlin Allen and CCSM 1 did not create a written behavior plan with Child B's parents until October 13, 2023. On October 4, 2023, CCSM 2, CCSM 4, and CCSM 7 did not provide appropriate care and supervision of the children in the classroom as they did not maintain a global	-Staff will maintain a global view at all times. Teachers will take the Infant Toddler Care: Quality Supervision training on MiRegistry. - If staff is not maintaining a global view of the classroom, the administration will address the issue in meetings and provide follow-up training and an improvement plan. - Incident and accident reports are tracked weekly. After five incident reports, parents	Immediate & Ongoing, MiRegistry training will be completed by 4/15/2024

	<p>view of the children/classroom. CCSM 4 sat Child B an identified biter down next to Child C and then turned her back to both of them. CCSM 2 was sitting next to a toy shelf which blocked her view, and CCSM 7 was sweeping. On October 5, 2023, CCSM 3, CCSM 4, and CCSM 5 did not provide appropriate care and supervision of the children in the classroom when they did not maintain a global view of the children/classroom. CCSM 3 placed Child B down and did not check on her when she went into the cozy corner, located in a blind spot of the classroom, and Child A followed her. On October 19, 2023, CCSM 2, CCSM 7, and CCSM 8 did not maintain a global view in the outdoor play area often leaving their backs to groups of children, leaving the climbing structure without a staff member to supervise the children, and being distracted by their own behaviors. CCSM 7 additionally bent over a structure and picked a child up over the top of the structure rather than going around which created an opportunity for safety hazard for herself and the child.</p>	<p>are contacted for a meeting with teachers and admin, and behavior support will begin. After one month of the meeting with parents, if behaviors continue, the child will be placed on a behavior plan.</p>	
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R 400.8140(1)	CCSM 3 did not use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation when she was frustrated with Child D and took the toy from him on three different occasions, one taking him by his right forearm and holding it while she removed the toy from his other hand, another just taking the toy in a non-nurturing manner, and lastly when she took him by the forearm, pulled him close with her face very close to his. CCSM 3 used the forearm to turn the child back toward her while he turned the opposite direction and took a step away.	-SCDC uses the conscious discipline methodology, and administration will provide in-person training on conscious discipline at our staff meeting on 4/24/2024. We will also re-introduce strategies to use with children such as active calming cards, feelings posters, and the five steps to self-regulation. - We will review the discipline policy at our staff meeting on 4/24/2024. -All staff are responsible for implementing positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. - Administration will conduct planned and unplanned observations of classrooms each week to monitor for continued compliance.	Immediate & Ongoing, 4/24/2024
R 400.8140(3)	CCSM 3 used a form of restraint in a situation where Child D was not harming himself or others. She held Child D by his 11 forearm and when he twisted the opposite direction and took a step away, she used his forearm to turn him back toward her.	-SCDC will review our discipline policy with staffing at our next staff meeting (4/24/2024), discussing proper ways to move children. -Staff will complete the training, Managing Challenging Behaviors in Young Children. -To ensure that staffing uses appropriate discipline methods with students,	Immediate & Ongoing, 4/24/2024

		<p>the administration will support teachers by stepping into the classroom when they need a break out of the room. Admin and staffing will watch the playback of our video cameras if necessary to use as a learning tool, and we will provide extra staff when possible. - Admin will do weekly planned and unplanned observations of the classrooms and watch the video cameras to ensure that staffing is using non-severe and developmentally appropriate discipline practices.</p>	
R 400.8140(4)	<p>CCSM 3 did not follow the discipline policy of Spartan Child Development Center when she did not use treat Child D with respect, and used restraint when it was not necessary.</p>	<p>- The Discipline policy will be redistributed to staffing and families. An overview of the policy will take place on 4/24/2024 -Admin will do weekly planned and unplanned observations of the classrooms, and watch the video cameras to ensure that staff are following the SCDC discipline policy, and treating creating children with respect.</p>	<p>Immediate & Ongoing, 4/24/2024</p>
R 400.8155(1)(b)	<p>CCSM 3 did not follow the incident, accident, injury policy of Spartan Child Development Center when she did not complete an incident report and provide it to Child D's Parents.</p>	<p>-SCDC will update our incident and accident policy to reflect when parents are notified. Parents will be notified of an accident, injury, or incident the same day,</p>	<p>Immediate & Ongoing, 4/15/2024</p>

		<p>as soon as possible, by phone call or Brightwheel message, depending on the severity of the accident, injury, or incident. Parents will be notified immediately if it is an accident involving a head injury. - Administration will sign all incident/accident reports and follow up with teaching staff to ensure that families were notified or called about the incident or accident promptly.</p>	
R 400.8158(2)(b)	<p>Program Director Kaitlin Allen did not inform Child D's Mother or the department within 24 hours of the incident of inappropriate contact between CCSM 3 and Child D.</p>	<p>-The licensee or program director will report all incidents involving an allegation of inappropriate contact within 24 hours of the occurrence to the department and the child's parents. -SCDC will continue to have open communication with our licensing consultant. We will reach out if we are uncertain of a situation.</p>	<p>Immediate & Ongoing</p>
R 400.8158(4)	<p>Program Director Kaitlin Allen did not provide the department with a written report within 72 hours of the incident of inappropriate contact between CCSM 3 and Child D.</p>	<p>-The licensee or program director will provide a written report within 72 hours to the department of the occurrence. -SCDC will continue to have open communication with our licensing consultant. We will reach out if we are uncertain of a situation</p>	<p>Immediate & Ongoing</p>

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 Michelle Gleed at (517) 599-7404 or gleedm@michigan.gov. In the event that Michelle Gleed 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 cursive script, appearing to read "Michelle Gleed".

Michelle Gleed, Licensing Consultant