



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 31, 2023

Kimberly Burchman
Okemos Public Schools Comm Ed
1826 Osage
Okemos, MI 48864

RE: License #: DC330018503

Okemos Kids Club Central
4406 N Okemos Rd
Okemos, MI 48864

Dear Ms. Burchman:

This letter is to advise you that the 01/27/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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 400.8112(2)(3)	Four child care staff members associated with the license were not connected in the child care background check system.	Kim Burchman will connect all child care employees in CCBC. Ms. Burchman will conduct monthly reviews of CCBC to ensure accurate reporting. All new employees will be connected at time of hire.	01/31/2023
R 400.8113(2)	Lorie Latsko, designated program director, is not present in the center 6 hours per day. Ms. Latsko teaches kindergarten in the afternoon.	Ms. Burchman will submit paperwork for approval of the current principal to qualify her as the program director. She will make sure there is a program director onsite for 6 hours per day.	01/31/2023

R 400.8113(3)	Lorie Latsko is listed as the program director. Ms. Latsko told me she was the program director in name only. She does not perform general management of the center.	Ms. Burchman is working toward administrative compliance utilizing MiRegistry and will take over official child care administrative duties. She will also submit paperwork for approval of the current principal as program director who will perform general management of the center.	01/31/2023
R 400.8131(11)	Four out of five child care staff members were missing verification of professional development required on file at the center or online at MiRegistry including the training organization or trainer, date of the course, topic cover, and number of clock hours.	A record of district provided professional development is available for review onsite. That record is updated after each professional development session. The program director will be responsible for knowing where to locate the professional development records to show the consultants at inspections.	01/06/2023
R 400.8143(1)	Four out of ten child information cards were not on file or accessible in the center at the time of inspection.	A binder with all current and updated child file paperwork has been created and delivered to the office at Central to have on hand. The binder will be updated monthly by the program director. All new paperwork will be filed immediately into the new binder by the program director.	01/31/2023
R 400.8143(2)	Five out of six child information cards were not reviewed or updated by parents at least annually.	A binder with all current and updated child file paperwork has been created and delivered to the office at Central to have on hand. The binder will be updated monthly by the program director. All new paperwork will be filed immediately into the new binder by the program director. Parent will update the child information cards annually.	01/31/2023
R 400.8143(6)(c)	Seven out of ten preschool child files did not have a record of a physical	A binder with all current and updated child file paperwork has been created and delivered to	01/31/2023

	evaluation for the child that notes any restrictions and is signed by a physician or the physician's designee.	the office at Central to have on hand. The binder will be updated monthly by the program director. All new paperwork will be filed immediately into the new binder by the program director. All children who do not have physicals in their files will get them completed.	
R 400.8325(1)	Multi-purpose tables were not thoroughly washed, rinsed, and sanitized before and after they were used for meals or snacks in four out of six classrooms. Bleach wipes were used to clean the tables.	Child care staff members will be trained on how and when to properly clean tables using the 3 step process of wash, rinse, and sanitize. Moving forward, all new child care staff members will be trained at orientation on cleaning tables using the 3 step process of wash, rinse and sanitize. Child care staff members have been provided with the resources to properly clean the eating surfaces. Random, frequent walk throughs will be conducted by the program director to ensure child care staff members are using the 3 step process.	02/14/2023
R 400.8385	Five out of six classrooms had bleach wipes that were accessible to children and not out of the reach of children.	Toxic materials have been removed from children's reach. Custodial staff have been informed not to leave cleaning supplies in areas that children have access to. Daily visual checks will be conducted by child care staff members to ensure that hazardous materials are not within the reach of children.	01/31/2023

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,

A handwritten signature in cursive script that reads "Karen Woodman".

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