



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

Marlon I. Brown, DPA
ACTING DIRECTOR

12/12/2023

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

License Number: DC330018503

Dear Ms. Burchman,

This letter is to advise you that the 12/21/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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)(e)	Child care background check system is not accurately completed and maintained with the status of each individual associated with the license.	All child care staff members have now been connected in CCBC. Going forward, the licensee designee will review CCBC monthly to ensure any changes in staffing have been updated.	12/21/2023
R 400.8131(11)	Five child care staff members did not have verification of all professional development kept on file at the center or online at MiRegistry.	All staff PD will be reviewed by February 29, 2024, and updated in the licensing binder or on MiRegistry. The program director will monitor quarterly and provide feedback to staff regarding completion.	February 29, 2024
R 400.8143(2)	Child information cards were missing information	The child care registrar will go through the child	02/29/2024

	such as the name of the center, parent initials, date of admission, and special needs/allergies.	information cards and fill in any missing information by contacting parents about the information. The program director will ensure that the child information cards are filled out in their entirety. The registrar will double check the child information cards for any missing information in the fall before school begins and before any new children enroll before sending them to the sites.	
R 400.8143(6)	Six out of fifteen child files did not have a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or physician's designee.	The registrar will go through child files for missing health forms and reach out to parents to obtain a copy of those. The program director will ensure that health forms are completed for each child. The child care registrar will go through the child files to ensure the health form is completed before enrolling new children.	2/29/2024
R 400.8325(1)	One classroom did not wash, rinse, and sanitize food contact surfaces before and after meals and snacks.	Para-professionals will be re-trained on the three-step sanitization process the week of 12/18/2023. The lead child care staff member will be re-trained upon her return to work and possible disciplinary action if needed. The program director will	2/29/2024

		monitor the classrooms weekly to ensure that the three step process of cleaning is being followed. Once yearly licensing reminders will be sent out to preschool child care staff members before the school year starts to ensure knowledge is up to date and expectations are set.	
R 400.8125(1)	Two classrooms did not provide appropriate care and supervision when they allowed children to go into the hallway and bathroom without supervision.	Child care staff members will be retrained on this licensing rule. The program director will conduct daily checks to ensure proper supervision. Once yearly licensing reminders will be sent out to all preschool child care staff members before the year start to ensure knowledge is up to date and expectations are set.	

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 Karen Woodman at 517-285-9301 or woodmank1@michigan.gov. In the event that Karen Woodman 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 blue ink that reads "Karen Woodman". The signature is written in a cursive, flowing style.

Karen Woodman, Licensing Consultant