



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 12, 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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 01/06/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the onsite inspection I observed free choice, lunch, and departure. The preschool classrooms use a Montessori approach and combine both kindergarten and preschool-age children. The children have their own play area, where they work on a variety of learning activities.

The violations that were found are:

R 400.8112 Comprehensive background check; fingerprinting.

- (2) An applicant or licensee shall do all of the following:
 - (e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

Four child care staff members associated with the license were not connected in the child care background check system.

R 400.8113(2) Program director qualifications; responsibilities.

- (2) A program director shall be present in the center in the following manner:
- (a) Full time for programs operating less than 6 continuous hours.
 - (b) At least 50% of the time children are in care but not less than a total of 6 hours per day for programs operating 6 or more continuous hours.

Lorie Latsko, designated program director, is not present in the center 6 hours per day. Ms. Latsko teaches kindergarten in the afternoon.

R 400.8113(3) Program director qualifications; responsibilities.

- (3) All program directors are responsible for the general management of the center, including the following minimum responsibilities:
- (a) Developing, implementing, and evaluating program and center policies.
 - (b) Administering day-to-day operations, including being available to address parent, child, and staff issues.
 - (c) Monitoring staff, including annual evaluations.

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.

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.

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 covered, and number of clock hours.

REPEAT VIOLATION ESTABLISHED
Renewal Inspection Report dated April 25, 2022
Corrective Action Plan approved May 4, 2022

R 400.8143(1) Children's records.

- (1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Four out of ten child information cards were not on file and accessible in the center at the time of the inspection.

R 400.8143 Children's records.

- (2) Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.

Five out of six child information cards were not reviewed or updated by parents at least annually.

R 400.8143 Children's records.

- (6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:
 - (a) For an infant, within the preceding 3 months.
 - (b) For toddlers, within the preceding 6 months.
 - (c) For preschoolers, within the preceding 12 months.

Seven out of ten child files did not have a record of a physical evaluation for the child that notes any restrictions and is signed by a physician or the physician's designee.

R 400.8325 Sanitization.

- (1) All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.

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.

R 400.8385 Poisonous or toxic materials.

Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored out of reach of children.

Five out of six classrooms had bleach wipes that were accessible to children and not out of the reach in the reach of children.

**REPEAT VIOLATION ESTABLISHED
Renewal Inspection Report dated April 25, 2022
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Technical assistance was given on handwashing signs, labeling water bottles, informing parents if they are using sanitizer, placement of plastic bags, sign in/sign out procedures, and supervision when using the bathroom in the hallway.

Due to the violations, you must send us a corrective action plan by 01/29/2023. 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.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	1
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

You can find a copy of this inspection letter and any associated corrective action plans on our website under Statewide Search for Licensed Child Care Centers and Homes. A description of when inspection letters are completed can be found under Overview of Licensing Reports.

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,

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