



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

Marlon I. Brown, DPA
ACTING DIRECTOR

Report Type : Renewal
Inspection Type: Renewal

Date of Inspection: 12/6/2023
Date of Report: 12/21/2023

Licensee Name(s)	License Number
Okemos Public Schools Comm Ed	DC330018503
Capacity	Facility Name
	Okemos Kids Club Central
Program Type	Licensee Designee(s)
Center	Kim Burchman
Central Administrator(s)	Program Director(s) Name
	Lorie Lyn Latsko Qualifications: R 400.8113(7)(b) (9). Date PD Approved: 11/18/2020 Christa Lee Christiansen Qualifications: R 400.8113(7)(b) (9). Date PD Approved: 12/3/2010
Facility Address	Mailing Address
4406 N Okemos Rd, Okemos, MI, 48864	1826 Osage, Okemos, MI, 48864
Facility Phone Number	Facility Email Address
517-706-5023	kim.burchman@okemosk12.net

Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

The renewal inspection involved a review of all applicable child care center [administrative rules](#) and [statutes](#). Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

If you have any questions regarding the report, please contact licensing consultant, Karen Woodman, at 517-285-9301. 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.

Inspection Details		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
511	6	2
<i>Number of Children's Records Reviewed: Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed: Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed: Number of Volunteers</i>
15	10	0
<i>Number of Children Observed: Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed: Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
90	18	0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	Yes	Yes

Documentation of Required Inspections		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Certification of School Building	11/27/2023	
Boiler Inspection	4/15/2023	Approved

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8112(2)(e)	Comprehensive background check; fingerprinting. Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual	Child care background check system (CCBC) is not accurately completed and maintained with the status of each individual associated with the license.	Repeat Violation Established Reference: 1/8/2023 Violation Established;

	associated with the license.		
R 400.8131(11)	Professional development requirements. 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.	Five child care staff members did not have verification of all professional development kept on file at the center or online at MiRegistry.	Repeat Violation Established Reference: 1/8/2023: Violation Established. 4/18/2022: Violation Established.
R 400.8143(2)	Children's records. Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.	Child information cards were missing information such as the name of the center, parent initials, date of admission, and special needs/allergies.	Repeat Violation Established Reference: 1/8/2023: Violation Established.
R 400.8143(6)	Children's records. 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	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 the physician's designee.	Repeat Violation Established Reference: 1/8/2023: Violation Established.

	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:		
R 400.8325(1)	Sanitization. All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multipurpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.	One classroom did not wash, rinse, and sanitize food contact surfaces before and after meals and snacks.	Repeat Violation Established Reference: 1/8/2023: Violation Established.
R 400.8125(1)	Staff; volunteer; requirements. All staff and volunteers shall provide appropriate care and supervision of children at all times.	Two classrooms did not provide appropriate care and supervision when they allowed children to go into the hallway or bathroom without supervision.	Repeat Violation Established Reference: 3/29/2017: Violation Established.

Due to the violations, you must send us a corrective action plan by 12/21/2023. 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.

Technical Assistance	
Rule Number	Rule
R 400.8179(6)	A typical daily routine must be posted in a place visible to parents.
R 400.8134(4)	Guidelines for hand washing must be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

Hours of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:15 AM To 6:00 PM	07:15 AM To 6:00 PM	07:15 AM To 6:00 PM	07:15 AM To 6:00 PM	07:15 AM To 6:00 PM		

Bureau Recommendation
I recommend issuance of a regular license to this child care center.

Approved By:			
 12/21/2023			
Karen Woodman			
Licensing Consultant	Date		