



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 31, 2022

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

RE: License #: DC330018773

Okemos Kids Club Edgewood
Edgewood Elementary
1826 Osage Dr
Okemos, MI 48864

Dear Ms. Burchman:

This letter is to advise you that the corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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 400.8131(4)	The program director left the program in February 2021. Ms. Burchman did not notify the department that a substitute program director had been appointed.	Licensing was notified at the inspection date. In the future, the licensee designee will notify licensing within 30 days of any changed in program director.	08/12/2022
R 400.8128	Two child care staff members did not have evidence to verify they are free from communicable tuberculosis (TB) at the center.	TB test results will be collected for any missing staff persons. Going forward, we will collect TB test results prior to any child care staff members starting work with children.	08/30/2022

R 400.8131(12)	Six child care staff members required to take the MiRegistry 2020 refresher did not complete the activity within 6 months of the notice.	Child care staff members who were employed in 2020 will have 30 days to complete the MiRegistry 2020 refresher course. All staff will complete the MiRegistry refreshers within the 6-month timeframe.	9/30/2022
R 400.8131(2)	Three child care staff members working in the infant and toddler rooms did not have training that includes information about prevention of sudden infant death syndrome or use of safe sleep practices before caring for infants and toddlers.	All child care staff members who have not already completed infant safe sleep training will complete the infant safe sleep training within 30 days. All new child care staff members working in the infant and toddler rooms will receive safe sleep training prior to working with children.	09/30/2022
R 400.8161(1)(e)	A child in the 3-year-old classroom had his pull-up changed in the classroom instead of the bathroom. The pull-up and wipes were placed on the table and the table was not sanitized afterwards.	Child care staff members were notified on 8/19/22 that they should be changing diapers in the bathroom and not in the classroom. They will help children with diapers in the bathroom from now on.	08/19/2022
R 400.8185(2)	The center did not have crisis management plans including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.	Licensee designee will develop, train, and post emergency procedures for intruders, active shooters, bomb threats, and other man-made events in each classroom. Program director will check monthly to ensure emergency procedures are posted.	09/30/2022
R 400.8185(2)	There was no primary care system in the infant room to ensure that each infant has a primary caregiver.	Primary caregiving will be established for the infant program, maintained through posting on the daily sheet board. Program director will check in weekly with the infant child care staff members to ensure primary caregiving is taking place.	09/30/2022
R 400.8325	The children in the kindergarten and first grade rooms were eating lunch	If eating outside, children will eat at picnic tables, on trays, or on a tablecloth that can be washed,	08/12/2022

	outside and their food was on the ground. The food contact surface was not able to be washed, rinsed, or sanitized.	rinsed, and sanitized prior to and after eating. Program director will observe lunch procedures monthly to ensure child care staff members are following the guidelines.	
R 400.8385	The kindergarten room had bleach under the sink in a cupboard that did not lock. The toxic materials were within the reach of children.	The bleach under the sink was immediately removed from the children's reach. Locks will be used on any cabinets with toxic materials in them that are within children's reach, or toxic materials will be kept in a high place out of reach of children.	08/12/2022
R400.8520(14)	The infant room and the common room had combustible materials and decorations suspended from or near the ceiling.	Combustible materials were taken down and will not be hung from the ceilings. If items are to be hung from the ceiling, they will be treated with a fire retardant prior to hanging.	08/12/2022

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,



Karen Woodman, Licensing Consultant
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P.O. Box 30664
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(517) 285-9301