



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 12, 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:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [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](#).

During the renewal inspection on 08/09/2022, I found 10 violation(s) listed below and explained in the attached report:

- | | |
|-------------------------|---|
| R 400.8113 | Program director qualifications; responsibilities. |
| R 400.8131(12) | Professional development requirements. |
| R 400.8131(2) | Professional development requirements. |
| R 400.8137(2) | Diapering; toileting. |
| R 400.8161(1)(e) | Emergency procedures. |
| R 400.8185(2) | Primary care. |
| R 400.8325(1) | Sanitization. |
| R 400.8385 | Poisonous or toxic materials. |
| R 400.8520(14) | Interior finishes. |
| R 400.8128 | Staff; volunteer; tuberculosis |

Due to the violations, you must send us a corrective action plan by 08/30/2022. 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.

Due to the infant safe sleep violation(s), all of your infant child care staff members must take training on infant safe sleep. This must be included in your corrective action plan. In addition, a follow up inspection may be made to check compliance with the infant safe sleep rules.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
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

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,



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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC330018773
Licensee Name:	Okemos Public Schools Comm Ed
Licensee Address:	1826 Osage Okemos, MI 48864
Licensee Telephone #:	(517) 706-5023
Licensee/Designee:	Kimberly Burchman, Designee
Name of Facility:	Okemos Kids Club Edgewood
Facility Address:	Edgewood Elementary 1826 Osage Dr Okemos, MI 48864
Facility Telephone #:	(517) 706-5023
Original Issuance Date:	09/26/1985
Capacity:	246
Age Range:	Ages Birth Thru 12 years
Program Components:	GSRP PRESCHOOL SCHOOL AGE INFANT/TODDLER

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 08/09/2022
Date of Environmental Health Inspection: N/A
Date of Fire Safety Inspection: 07/21/2020
Date of Lead Hazard Risk Assessment, if applicable: 07/16/2020
Date of Documentation of Playground Compliance, if applicable: 07/14/10

		No. of Records Reviewed
No. of children enrolled in care	130	10
No. of staff employed	42	11
No. of volunteers	0	0
No. of children present at time of inspection	112	
No. of staff present at time of inspection	26	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	112	
Persons Interviewed:	Licensee/Licensee Designee	☒
	Program Director	☒
	Caregiving staff	☒

Approved Child Use Space: Rooms 102, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 118, 126. The cafeteria, commons, gymnasium, conference room and library.

Approved Program Director: Kimberly Burchman

Approved Central Administrator: None

Approved Variances: None

Key Indicator Inspection: No

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This 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.

During the inspection I observed arrival, library, naptime, lunch, outside time, free choice, large group, diapering, toileting, hand washing, and gym time. Interactions between child care staff members and children were positive and developmentally appropriate.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8113 Program director qualifications; responsibilities.

(5) A substitute program director shall be appointed for a program director who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute program director shall at least meet the qualifications of lead caregiver. The department shall be notified when a substitute program director is appointed.

The program director left the program in February 2021. Ms. Burchman did not notify the department that a substitute program director had been appointed.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

Two child care staff members did not have evidence to verify they are free from communicable tuberculosis (TB) at the center.

R 400.8131 Professional development requirements.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

Six child care staff members required to take the MiRegistry 2020 refresher did not complete the activity within 6 months of the notice.

R 400.8131 Professional development requirements.

(2) Child care staff members shall have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.

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.

R 400.8137 Diapering; toileting.

(2) Children 1 year of age and older may be changed in a bathroom standing up or on a nonabsorbent, easily sanitized surface, with a changing pad between the child and the surface.

A child in the 3-year-old room 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.

R 400.8161 Emergency procedures.

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

The center did not have crisis management plans including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

R 400.8185 Primary care.

(2) The center shall implement a primary care system so that each infant and toddler has a primary caregiver.

There was no primary care system in the infant room to ensure that each infant has a primary caregiver.

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.

The children in the kindergarten and first grade rooms were eating lunch outside and their food was on the ground. The food contact surface is not able to be washed, rinsed or sanitized.

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.

The kindergarten room had bleach under the sink in a cupboard that did not lock. The toxic materials were within the reach of children.

R 400.8520 Interior finishes.

- (14) Combustible materials and decorations may be displayed on walls, not to exceed 20% of each wall in each room. Combustible materials and decorations suspended from or near the ceiling are prohibited.

The infant room and the common room had combustible materials and decorations suspended from or near the ceiling.

Technical assistance was given on changing pads, licensed rooms used as storage, equipment placement in classrooms, maintenance of premises, child information cards, broken thermometer, sanitizing tables, and labels on water bottles.

IV. RECOMMENDATION

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



Karen Woodman
Licensing Consultant

08/12/2022

Date