



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

4/29/2024

Kim Burchman
Okemos Kids Club Bennett Woods
2650 Bennett, Okemos, MI 48864

License Number: DC330065975

Dear Ms. Burchman,

This letter is to advise you that the 4/29/2024 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)(b)	Consent and disclosure forms were not maintained in each child care staff members file.	Program Director was informed that copies were needed. They will have copies made and stored in a locked area on site. This rule will be reviewed annually at staff meetings.	5/1/24
R 400.8112(2)(e)	The child care background check system is not accurate and does not have child care staff members connected to the license.	Licensee Designee will update CCBC and will check quarterly to ensure accuracy. This rule will be reviewed annually at staff meetings.	5/3/24
R 400.8131(6)	Child care staff work directly with children did not complete 16 hours of professional development annually.	Program Director and School Age Multi-site supervisor will review PD hours quarterly to maintain up to date records. This rule will be	4/29/24

		reviewed annually in staff meetings.	
R 400.8385	There were bleach wipes and sprays within the reach of children.	Staff were reminded of this rule and items were moved. Program Director will check daily for toxic materials and ensure they are kept out of children's reach. We will review this rule annually at staff meetings.	4/19/24

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,



Karen Woodman, Licensing Consultant