



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 10, 2023

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

RE: License #: DC330065975
Okemos Kids Club Bennett Woods
2650 Bennett
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 05/10/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

R 400.8110 Applicant; licensee; licensee designee; requirements.

(9) Within 5 business days, the licensee shall notify the department of the separation of a licensee designee, program director, or a central administrator approved under R 400.8113(12), and a plan for replacement of the individual.

The department was not notified of the separation of the program director or the plan for replacement of the individual.

R 400.8134 Hand washing.

(3) Staff and volunteers shall ensure that children wash their hands at all of the following times:
(a) Before meals, snacks, or food preparation experiences.

Child care staff members did not ensure that children washed their hands before snack.

R 400.8143**Children's records.**

(8) Upon enrollment and annually thereafter, a center shall obtain and keep on file at the center a signed statement from a school-age child's parent confirming all of the following:

- (a) The child is in good health with activity restrictions noted.
- (b) The child's immunizations are up-to-date.
- (c) The immunization record or appropriate waiver is on file with the child's school.

All child files were missing a signed statement from a school-age child's parent confirming the child is in good health with activity restrictions noted, the child's immunizations are up-to-date, and the immunization record or appropriate waiver is on file with the child's school.

Due to the violations, you must send us a corrective action plan by 05/30/2023. 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 the onsite inspection I observed arrival, snack, free choice, outside time, and departure. Interactions between child care staff members and children were positive and developmentally appropriate. Technical assistance was given on the child care background system (CCBC), emergency plans, group size, and supervision of the outside area.

During calendar year 2022:	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

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