



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 24, 2022

Bethany Griffin  
c/o Capital Area Community Services, Inc.  
101 E. Willow  
Lansing, MI 48906

RE: License #: DC330250450  
South Cedar Head Start  
2357 Commerce Dr.  
Holt, MI 48842

Dear Ms. Griffin:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/12/2022. 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 400.8113 Program director qualifications; responsibilities.**

(1) Before hiring a new program director, a licensee or licensee designee shall submit a completed BCHS-CC 001 form, titled Child Care Licensing Information Request, and the credentials of the proposed program director to the department for review and approval.

The program director for the center did not receive prior approval from the department.

**R 400.8143 Children's records.**

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

All of the ten child information cards reviewed were missing information. Items such as date of admission, parent contact numbers, doctor contact information, and whether the child has allergies, special needs, or special instructions were missing.

**R 400.8176                      Sleeping equipment.**

(16) All sleeping equipment and bedding must be washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.

Mats were being stored in contact with each other but were not being washed, rinsed, and sanitized prior to use. Mats were being washed, rinsed, and sanitized after use.

On 05/24/2022, you gave us an acceptable written corrective action plan.

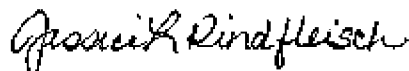
<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,



Jessica Rindfleisch, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(517) 899-5744