



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 5, 2022

Santrece Roberts
c/o Caterpillar Corner Childcare Center L.L.C.
2168 N. Cedar St.
Holt, MI 48842

RE: License #: DC330390155
Caterpillar Corner Post Oak Site
2320 Post Oak Lane
Lansing, MI 48912

Dear Ms. Roberts:

This letter is to advise you that the 08/03/2022 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 400.8110(4)	The Licensing Notebook did not contain the 2020 renewal inspection or the 2021 interim inspection.	You indicated that the Licensing Notebook will be updated and complete.	09/06/2022
R 400.8110(5)	One of the children in care at the time of the on-site inspection was 4 years old. The center is only licensed for children aged 5 years and older.	You indicated that children under 5 years of age will not attend the program.	09/06/2022
R 400.8131(5)	A child care staff member who has been employed for more than 90 days did not	You indicated that the required training will be completed within 90 days of hire.	09/06/2022

	have documented training in the above listed topics. Only health and safety course one had been completed.		
R 400.8131(10)	At least 50% of the child care staff members did not have proof of current certification in CPR and first aid. No proof of current certification was on file for any child care staff member.	You indicated that at least 50% of child care staff members will have current CPR and first aid training.	09/06/2022
R 400.8131(11)	The child care staff members did not have evidence of at least 16 clock hours of annual training.	You indicated that child care staff members will have evidence of at least 16 clock hours of training each year.	09/06/2022
R 400.8134(3)(a)	During the onsite inspection, the children ate snack. They were provided with hand sanitizer to clean their hands as opposed to utilizing soap and running water. A bathroom with soap and running water was available for use.	You indicated that children will wash their hands with soap and running water.	09/06/2022
R 400.8143(1)	There were no child information cards on file for two of the children in attendance during the on-site inspection. Six of the child information cards reviewed were missing information such as parental contact numbers, doctor number, date of admission, and whether the child has allergies, special	You indicated that all children will have a complete child information card on site prior to initial care.	09/06/2022

	needs, or special instructions.		
R 400.8143(3)(a)	During the on-site inspection, a 4-year-old child was in attendance. There was not a certificate of immunizations on file for the child.	You indicated that children under the age of five will not attend; therefore, this paperwork will not be needed.	09/06/2022
R 400.8143(8)	Two of the ten children's files reviewed did not have a statement signed by the child's parent regarding the child's health and immunization status.	You indicated that statements signed by the parents regarding the child's health and immunization status will be on file prior to initial care.	09/06/2022
R 400.8143(11)	During the on-site inspection, the children in care were not signed in to the daily attendance at arrival. There was no documented daily attendance for 05/09/2022, which was the day prior. The center was open on 05/09/2022.	You indicated that daily attendance will be completed at arrival and departure.	09/06/2022
R 400.8146(1)(d)	The parent handbook did not contain a discipline policy.	You indicated that the parent handbook will contain a discipline policy.	09/06/2022
R 400.8146(2)	Two of the ten children's files reviewed did not contain a statement signed by the child's parent that the parent received the written information packet.	You indicated that a parent signed statement regarding receipt of the parent handbook would be on file prior to initial care.	09/06/2022
R 400.8161(7)	There was no fire drill conducted during the second quarter of the school year. The last fire	You indicated that fire drills will be completed and logged quarterly.	09/06/2022

	drill completed was on 11/05/2021.		
R 400.8173(8)	An updated equipment inventory was not provided for this renewal.	You indicated that an updated equipment inventory will be completed for each renewal.	09/06/2022
R 400.8325(1)	During the on-site inspection, the tables used for snack were not being washed, rinsed, and sanitized. The tables were only being wiped with a disinfectant wipe that is not food contact safe	You indicated that tables will be washed, rinsed, and sanitized before and after food service.	09/06/2022

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,



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