



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

March 13, 2023

Brenda Cotton
Highfields, Inc.
5123 Old Plank Road
Onondaga, MI 49264

RE: License #: DC380361592
Hunt Elementary
1143 N. Brown St.
Jackson, MI 49202

Dear Ms. Cotton:

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](#).


As a result of the renewal inspection on 3/9/23, I did not find any rule or law violations. You will receive your regular license in the mail.

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

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 517-262-9717.

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 "Jenny Cambren Brundage".

Jenny Brundage, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 262-9717

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC380361592
Licensee Name:	Highfields, Inc.
Licensee Address:	5123 Old Plank Road Onondaga, MI 49264
Licensee Telephone #:	(517) 628-2287
Licensee/Designee:	Brenda Cotton, Designee
Name of Facility:	Hunt Elementary
Facility Address:	1143 N. Brown St. Jackson, MI 49202
Facility Telephone #:	(517) 841-2610
Original Issuance Date:	08/29/2014
Capacity:	45
Age Range:	Ages 5 years 0 months Thru 17 years
Program Components:	TRANSPORTATION SCHOOL AGE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/09/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 01/09/2023
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed	
No. of children enrolled in care		35	10
No. of staff employed		11	5
No. of volunteers		0	0
No. of children present at time of inspection		25	
No. of staff present at time of inspection		3	
No. of volunteers present at time of inspection		0	
No. of children interviewed/observed		25	
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>	
	Program Director	<input checked="" type="checkbox"/>	
	Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space:

The program operates out of Hunt Elementary School which serves children in grades K-5. The center provides after school care for school age children year round as the school operates on an extended calendar year. The school age children attending the center are between 3-5th grade. There are two outdoor play areas, one being fenced. The center contracts with the school to provide transportation. The center's food is provided by the school's licensed kitchen. The center does not participate in swimming.

The following rooms are approved for use by school aged children:

Room 104 totals 882 sq. ft. and accommodates 25 school age children.

Room 109 totals 900 sq. ft. and accommodates 26 school age children.

Room 207 totals 702 sq. ft. and accommodates 20 school age children.

Room 210 totals 811 sq. ft. and accommodates 23 school age children.

Room 211 totals 811 sq. ft. and accommodates 23 school age children.

Room 302 totals 702 sq. ft. and accommodates 20 school age children.

Room 304 totals 864 sq. ft. and accommodates 25 school age children.

Room 503 totals 736 sq. ft. and accommodates 21 school age children.

The Media Center totals 1589 sq. ft. and accommodates 45 school age children. If more than 36 children are present, the children will be divided into two groups of children.

Additional Use Space:

Room 103 totals 713 sq. ft. and accommodates 20 school age children.

Room 106 totals 936 sq. ft. and accommodates 27 school age children.

Room 307 totals 1120 sq. ft. and accommodates 32 school age children.

The Gymnasium measures 8160 sq. ft. and accommodates the center's total capacity. If more than 36 children are present, the children will be divided into two groups.

The Library totals 1938 sq. ft. and accommodates the center's total capacity. If more than 36 children are present, the children will be divided into two groups.

Total Capacity: 45 school age children.

Approved Program Director: Mary Jo Raczkowski

Approved Central Administrator: None

Approved Variances: No

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.

The facility is in compliance with all applicable rules and statutes.

The center has a variety of play and learning equipment. During the on-site inspection, I observed the children engaged in freedom of choice learning.

IV. RECOMMENDATION

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

Jenny Camburn Brundage

9/13/23

Jenny L. Camburn Brundage
Licensing Consultant

Date