



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

June 1, 2023

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

RE: License #: DC380362302
Townsend Elementary
1005 Floyd Ave.
Jackson, MI 49203

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 5/16/23, 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 Camburn Brundage".

Jenny L. Camburn Brundage, Licensing Consultant
Bureau of Community and Health Systems
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 #:	DC380362302
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:	Townsend Elementary
Facility Address:	1005 Floyd Ave. Jackson, MI 49203
Facility Telephone #:	(517) 242-1172
Original Issuance Date:	10/09/2014
Capacity:	45
Age Range:	Ages 5 years 0 months Thru 17 years
Program Components:	TRANSPORTATION FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 05/16/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 03/01/2023
 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	32	10
No. of staff employed	10	5
No. of volunteers	0	0
No. of children present at time of inspection	14	
No. of staff present at time of inspection	6	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	14	
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 center is located inside Townsend Elementary School. Rooms 410, 520, 529, 530, 532, gymnasium, and cafeteria are approved for child care use. The outdoor play area is partially fenced with no water hazards. The center provides transportation by school bus. The center may also participate in field trips. Meals and snacks are provided by the school's licensed kitchen.

Approved Program Director: Chris Sexton
 Approved Central Administrator: None
 Approved Variances: None
 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 for school aged children. During the on-site inspection, I observed freedom of choice learning, art, and music.

IV. RECOMMENDATION

I recommend renewal of the center license.

Jenny Camburn Brundage

6/1/23

Jenny L. Camburn Brundage
Licensing Consultant

Date