



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 6, 2019

Toby Berry
Community Action Agency
1214 Greenwood Ave
Jackson, MI 49203

RE: License #: DC380382862
Shahan Head Start
109 Shahan Drive
Jackson, MI 49203

Dear Ms. Berry:

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 12/6/2020, I did not find any rule or law violations. You will receive your regular license in the mail.

During calendar year 2018:	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 517-284-9720.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

Stacy Wables

Stacy Wables, Licensing Consultant
Bureau of Community and Health Systems
301 E. Louis Glick Hwy
Jackson, MI 49201
(517) 899-5790

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC380382862
Licensee Name:	Community Action Agency
Licensee Address:	1214 Greenwood Ave Jackson, MI 49203
Licensee Telephone #:	(517) 784-4800
Licensee/Designee:	Toby Berry, Designee
Name of Facility:	Shahan Head Start
Facility Address:	109 Shahan Drive Jackson, MI 49203
Facility Telephone #:	(517) 787-0218
Original Issuance Date:	10/07/2016
Capacity:	20
Age Range:	Ages 3 years 0 months Thru 5 years 0 months
Program Components:	HEAD START

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 12/06/2019
 Date of Environmental Health Inspection: 05/13/2016
 Date of Fire Safety Inspection: 08/19/2016
 Date of Lead Hazard Risk Assessment, if applicable: NA
 Date of Documentation of Playground Compliance, if applicable: NA

		No. of Records Reviewed
No. of children enrolled in care	20	10
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	13	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	13	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The preschool room is approved for child care use.
 Approved Program Director: Jessica Anderson
 Approved Central Administrator: Jackie Barber
 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.

IV. RECOMMENDATION

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

Stacy Wables

12/06/2019

Stacy Wables
Licensing Consultant

Date