



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 19, 2023

Bobby Ludwick  
YMCA of Greater Kalamazoo  
1001 W. Maple  
Kalamazoo, MI 49008

RE: License #: DC390020679  
**MLK Westwood Prime Time**  
**1100 Nichols Road**  
**Kalamazoo, MI 49006**

Dear Ms. Ludwick:

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](#).

During the renewal inspection on 1/17/2023, I found 7 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8110(6)      Applicant; licensee; licensee designee; requirements.**
- R 400.8112(3)      Comprehensive background check; fingerprinting.**
- R 400.8128        Staff; volunteer; tuberculosis.**

**R 400.8131(4) Professional development requirements.**

**R 400.8134(4) Hand washing.**

**R 400.8161(7) Emergency procedures.**

**R 400.8325 (1) Sanitization.**

Due to the violations, you must send us a corrective action plan by 2/8/2023. You can use our corrective action plan form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

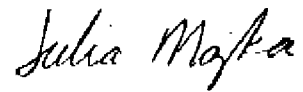
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</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>

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,

A handwritten signature in black ink that reads "Julia Majka". The signature is written in a cursive, flowing style.

Julia Majka, Licensing Consultant  
Child Care Licensing Bureau  
611 West Ottawa St.  
P.O. Box 30664  
Lansing, MI 48909  
(269) 615-6039

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC390020679
<b>Licensee Name:</b>	YMCA of Greater Kalamazoo
<b>Licensee Address:</b>	1001 W. Maple Kalamazoo, MI 49008
<b>Licensee Telephone #:</b>	(269) 324-9625
<b>Licensee/Designee:</b>	Bobby Ludwick, Designee
<b>Name of Facility:</b>	MLK Westwood Prime Time
<b>Facility Address:</b>	1100 Nichols Road Kalamazoo, MI 49006
<b>Facility Telephone #:</b>	(269) 337-0610
<b>Original Issuance Date:</b>	04/05/1990
<b>Capacity:</b>	91
<b>Age Range:</b>	Ages 4 years 9 months Thru 12 years
<b>Program Components:</b>	SCHOOL AGE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 01/17/2023  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: signed by superintendent on 12/7/2022  
 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	42	15
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	31	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	31	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The cafeteria, gym, stage, and Room 17 are approved for use space.  
 Approved Program Director: Taylor Gibson  
 Approved Central Administrator: Tim Sheldon  
 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.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8110            Applicant; licensee; licensee designee; requirements.**

(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

The center did not provide records detailing daily arrival and departure times for one out of five child care staff members.

**R 400.8112            Comprehensive background check; fingerprinting.**

(3) An individual may serve as a child care staff member pending an eligibility determination by the department under section 5n(8) of the act, MCL 722.115n, and shall be supervised at all times by the licensee or a child care staff member who has been determined eligible.

During my inspection a child care staff member was unsupervised with child care children and has not been determined eligible.

**R 400.8128            Staff; volunteer; tuberculosis.**

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

One out of five child care staff members does not have proof of freedom from communicable tuberculosis on file at the center.

**R 400.8131            Professional development requirements.**

(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.

One out of five child care staff members has not completed prevention and control of infectious disease training, including immunizations before unsupervised contact with children.

**R 400.8134            Hand washing.**

(4) Guidelines for hand washing must be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

Guidelines for hand washing are not posted by the hand washing sinks in the girls or boys bathrooms.

**R 400.8161            Emergency procedures.**

(7) A written log indicating the date and time of fire and tornado drills must be kept on file at the center.

The written log for fire and tornado drills for 2021 are not on file at the center.

**R 400.8325            Sanitization.**

(1) All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.

Multi-purpose tables were not washed, rinsed, and sanitized before snack.

**IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend a regular license be issued

*Julia Majka*

1/19/2023

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Julia Majka  
Licensing Consultant

Date