



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 16, 2022

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

RE: License #: DC390020680
Winchell Prime Time
2316 Winchell Ave
Kalamazoo, MI 49008

Dear Ms. Ludwick:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 12/13/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

R 400.8110 Applicant; licensee; licensee designee; requirements.

(3) All of the following must be in a place, accessible, and visible to parents:

(a) The current license and, if applicable, the letter extending the license beyond the expiration date.

The license posted at the facility expired in 2021. The current license needs to be posted in a place accessible and visible to parents.

R 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

The licensee designee has not maintained the connection, disconnection status of child care staff in the comprehensive background check system.

R 400.8119 Site supervisor; qualifications; responsibilities.

- (2) Site supervisors shall meet all of the following requirements:
 - (a) Be at least 19 years of age.
 - (b) Have earned a high school diploma, GED, or equivalent.
 - (c) Have 480 hours of experience working as a child care staff member in a program serving school-age children.
 - (d) Have completed 15 clock hours, 1 semester hour, or 1.5 CEUs of documented school-age training.

The facility hired a site supervisor that does not have the required hours of experience as a child care staff member and does not have the required training.

R 400.8125 Staff; volunteer; requirements.

- (1) All staff and volunteers shall provide appropriate care and supervision of children at all times.

While onsite I observed children climbing a progressive pull up bar that went approximately 8 feet off the ground and child care staff did not provide direct supervision. One child got stuck at the top and was unable to get down. I also observed 5 children digging through a large trash can to find a bouncy ball. Child care staff saw them in the trash can and did not intervene.

R 400.8125 Staff; volunteer; requirements.

- (5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:
 - (a) The individual is aware that abuse and neglect of children is against the law.
 - (b) The individual has been informed of the center's policies on child abuse and neglect.
 - (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Two out of four staff members did not sign the child abuse and neglect statement at time of hire.

R 400.8161 Emergency procedures.

(4) The crisis management plan required by subrule (2) of this rule must be maintained in a place known and easily accessible to all personnel.

The facility does not have a copy of the crisis management plan onsite.

R 400.8330 Food services and nutrition generally.

(10) Menus must be planned in advance, dated, and posted in a place visible to parents. Food substitutions must be noted on the menus the day the substitution occurs.

The snack menu posted on the parent board is from October.

Due to the violations, you must send us a corrective action plan by 1/6/2023. 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.

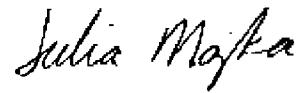
Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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
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611 West Ottawa St.
P.O. Box 30664
Lansing, MI 48909
(269) 615-6039