



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 2, 2022

Whitney Brockway
Gull Lake Community Schools
9500 N. 40th Street
Hickory Corners, MI 49060

RE: License #: DC390022687
Richland Elementary Latchkey
9476 East M 89
Richland, MI 49083

Dear Ms. Brockway:

This letter is to advise you that the 10/02/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R400.8128 Staff; volunteer; tuberculosis	One child care staff member was missing verification of a tuberculosis test and results	The child care staff member missing TB test and results will set up an appointment and have TB testing completed, results will be maintained on file at the center.	2 weeks
R400.8131(6) Professional development requirements	There was no verification of 16 annual clock hours of professional development for 2020 and 2021 for child care staff.	The child care staff will complete the professional development record form with all of their training hours completed and keep it updated and maintained.	2 weeks
R400.8161(7) Emergency procedures	There was no written log for fire and tornado drills completed in 2021 and	A schedule for fire and tornado drills will be created and implemented. This information will be kept on a written log on	Continuous

	there was one missing tornado drill in 2020.	file at the center. The program director will monitor and make sure a fire drill is completed for each quarter and two tornado drills are completed between March and November.	
--	----------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions at (269) 568-2686. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,



Roxanne Duckworth, Licensing Consultant
 Child Care Licensing Bureau
 611 West Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909