



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 18, 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:

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 9/15/2022, I found *three* violations. The violations are listed below and explained in the attached report:

R400.8128 Staff; volunteer; tuberculosis  
R400.8131 Professional development requirements  
R400.8161 Emergency procedures

Due to the violations, you must send us a corrective action plan by 10/8/2022. 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.

<b>During calendar year 2021:</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 at (269) 568-2686. 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,



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

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC390022687
<b>Licensee Name:</b>	Gull Lake Community Schools
<b>Licensee Address:</b>	9500 N. 40th Street Hickory Corners, MI 49060
<b>Licensee Telephone #:</b>	(269) 629-5880
<b>Licensee/Designee:</b>	Whitney Brockway, Designee
<b>Name of Facility:</b>	Richland Elementary Latchkey
<b>Facility Address:</b>	9476 East M 89 Richland, MI 49083
<b>Facility Telephone #:</b>	(269) 548-3815
<b>Original Issuance Date:</b>	
<b>Capacity:</b>	150
<b>Age Range:</b>	Ages 4 years 9 months Thru 12 years
<b>Program Components:</b>	TRANSPORTATION SCHOOL AGE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 09/15/2022  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 07/25/2022  
 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	40	10
No. of staff employed	4	4
No. of volunteers	0	0
No. of children present at time of inspection	20	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	20	
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: This center is located in Richland Elementary School. Rooms 134, 13, 14, the gym/multi-purpose area, computer lab, and library are approved child use space.

Approved Program Director: Mycah Fischer is the school age program director.

Approved Central Administrator: None.

Approved Variances: The center has requested a variance for Ms. Fischer to serve as school age program director while she completes her college coursework needed to meet the educational requirements of R400.8113(8)..

Key Indicator Inspection: N/A

## 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:

<b>R 400.8128</b>	<b>Staff; volunteer; tuberculosis.</b>
	<b>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.</b>
One child care staff member was missing verification of a tuberculosis test and results.	
<b>R 400.8131</b>	<b>Professional development requirements.</b>
	<p><b>(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:</b></p> <ul style="list-style-type: none"> <li><b>(a) Child development and learning.</b></li> <li><b>(b) Health, safety, and nutrition.</b></li> <li><b>(c) Family and community collaboration.</b></li> <li><b>(d) Program management.</b></li> <li><b>(e) Teaching and learning.</b></li> <li><b>(f) Observation, documentation, and assessment.</b></li> <li><b>(g) Interactions and guidance.</b></li> <li><b>(h) Child care center administrative rules.</b></li> </ul>
There was no verification of 16 annual clock hours of professional development for 2020 and 2021 for child care staff.	
<b>R 400.8161</b>	<b>Emergency procedures.</b>
	<b>(7) A written log indicating the date and time of fire and tornado drills must be kept on file at the center.</b>
There was no written log for fire and tornado drills completed in 2021 and there was one missing tornado drill in 2020.	

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.

*Roxanne Duckworth*

09/18/2022

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Roxanne Duckworth  
Licensing Consultant

Date