



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

4/12/2024

Greater Kalamazoo YMCA  
Parkwood Upjohn PrimeTime  
2321 S. Park St., Kalamazoo, MI, , 49001

License Number: DC390295679

Dear Bobby Ludwick,

This letter is to advise you that the 4/11/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Special Investigation Case, 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
R 400.8125(1)	Child care staff members did not provide appropriate care and supervision. Child A was able to leave the facility and walk home without any staff members knowing she was missing from the program.	A new policy has been put into place where the playground will be sectioned off into zones. At least one staff member will be assigned to each zone. All staff will complete ongoing active supervision training. Staff will conduct more frequent attendance checks. More structured activities will be added to the schedule to keep students engaged.	4/22/2024

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 Julia Majka at (269) 615-6039 or [majkaj@michigan.gov](mailto:majkaj@michigan.gov). In the event that Julia Majka is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Julia Majka, Licensing Consultant