



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 22, 2023

Tammy Simon
Heritage Christian Academy
6312 Quail Run Drive
Kalamazoo, MI 49009

RE: License #: DC390296053
Heritage Christian Academy
6312 Quail Run Drive
Kalamazoo, MI 49009

Dear Mrs. Simon:

This letter is to advise you that the 06/14/2023 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 |
|-----------------|---|---|----------------------|
| R 400.8125(4) | The written screening policy does not include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. | We have added a written policy to our Pre-K handbook for our incoming Pre-K families. Our policy states that all staff and volunteers are required to be screened and have a record clearance through the Michigan State Police Public Sex Offender Registry. Any individual registered on the PSOR is prohibited from having contact with any child in care. Staff and volunteers will use their legal name and address for the registry search. | 6/22/2023 |

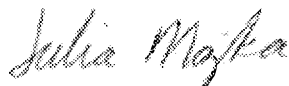
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|---------------|---|--|-----------|
| R 400.8146(1) | The written information packet for parents does not include a schedule of operation or the medication policy. | We have added written information to our parent packets providing parents with the schedule of operation, denoting hours, days, and holidays during our program. We added a medication policy saying, If your child needs medication administered we need you to fill out a medication form. | 6/22/2023 |
| R 400.8320(5) | Staff members help children open their ready to eat foods and are not wearing gloves. | We have food service gloves in our classroom that will be used by staff if children need any type of assistance during snack time or our lunch period. | 6/22/2023 |

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. 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,



Julia Majka, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30837
 Lansing, MI 48909
 (269) 615-6039