



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 25, 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:

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 5/19/2023, I found 3 violation(s) listed below and explained in the attached report:

- |               |                                  |
|---------------|----------------------------------|
| R 400.8125(4) | Staff; volunteer; requirements.  |
| R 400.8146(1) | Information provided to parents. |
| R 400.8320(5) | Food preparation.                |

Due to the violations, you must send us a corrective action plan by 6/14/2023. 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.

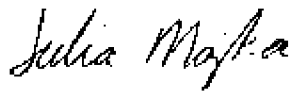
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</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. 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,



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

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC390296053
<b>Licensee Name:</b>	Heritage Christian Academy
<b>Licensee Address:</b>	6312 Quail Run Drive Kalamazoo, MI 49009
<b>Licensee Telephone #:</b>	(269) 372-1400
<b>Licensee/Designee:</b>	Tammy Simon
<b>Name of Facility:</b>	Heritage Christian Academy
<b>Facility Address:</b>	6312 Quail Run Drive Kalamazoo, MI 49009
<b>Facility Telephone #:</b>	(269) 372-1400
<b>Original Issuance Date:</b>	07/18/2008
<b>Capacity:</b>	16
<b>Age Range:</b>	Ages 4 years 0 months Thru 5 years 11 months
<b>Program Components:</b>	PRESCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 05/19/2023  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: fire cert signed by superintendent 4/14/23  
 Date of Lead Hazard Risk Assessment, if applicable: N/A built 1999  
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	10	10
No. of staff employed	2	2
No. of volunteers	0	0
No. of children present at time of inspection	10	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	10	
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: Approved use space includes classroom 4 in the modular building and the Spanish room and the gym in the main building.  
 Approved Program Director: Tammy Simon  
 Approved Central Administrator: None  
 Approved Variances: None  
 Key Indicator Inspection: No

**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:

**R 400.8125                    Staff; volunteer; requirements.**

(4) A licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

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.

**R 400.8146                    Information provided to parents.**

**(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:**

**(b) Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.**

**(j) Medication policy.**

The written information packet for parents does not include a schedule of operation or the medication policy.

**R 400.8320                    Food preparation.**

(5) Ready to eat foods must not be prepared or served using bare hands.

Staff members help children open their ready to eat foods and are not wearing gloves.

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend a regular license be issued.

*Julia Majka*

5/25/2023

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Julia Majka  
Licensing Consultant

Date