



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

April 15, 2022

Elizabeth Jackson-Spaner
 Kalamazoo Public Schools
 3501 Moreland Street
 Kalamazoo, MI 49001

RE: License #: DC390299366
KCIS - Woods Lake Elementary
3215 Oakland Drive
Kalamazoo, MI 49008

Dear Ms. Jackson-Spaner:

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 April 14, 2022, I found three violation(s) listed below and explained in the attached report:

- R 400.8131(3) Professional development requirements.
- R 400.8131(5) Professional development requirements.
- R 400.8143(1) Children's records.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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,

Carrie Harris

Carrie Harris, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(269) 615-5617

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC390299366
Licensee Name:	Kalamazoo Public Schools
Licensee Address:	3501 Moreland Street Kalamazoo, MI 49001
Licensee Telephone #:	(269) 337-0790
Licensee/Designee:	Elizabeth Jackson-Spaner, Designee
Name of Facility:	KCIS - Woods Lake Elementary
Facility Address:	3215 Oakland Drive Kalamazoo, MI 49008
Facility Telephone #:	(269) 337-0790
Original Issuance Date:	02/13/2009
Capacity:	100
Age Range:	Ages 5 years 0 months Thru 12 years
Program Components:	TRANSPORTATION SCHOOL AGE FOOD SERVICE BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/14/2022
 Date of Environmental Health Inspection: 02/03/2009
 Date of Fire Safety Inspection: 03/10/2022
 Date of Lead Hazard Risk Assessment, if applicable: School-age only
 Date of Documentation of Playground Compliance, if applicable: School-age only

		No. of Records Reviewed
No. of children enrolled in care	32	32
No. of staff employed	2	2
No. of volunteers	9	9
No. of children present at time of inspection	18	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	18	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: 101, 102, 104, 106, 108, 115, 118 (Red Room), 120, 121, 123, 125, 127 (Choir Room), 207, 301, 303, 304, 307, 308, 314, 324, 325, Library, 107 (Gymnasium), and the Instructional Room are approved for child care use.

Approved Program Director: Najawon Wilson is the approved school-age program director. Ms. Wilson was approved on June 24, 2020, and meets the requirements for R 400.8113(8)(g)&(9).

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 400.8131 Professional development requirements.

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

One child care staff member who works directly with children was not trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and reporting child abuse and neglect before caring for children.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

One child care staff member who works directly with children and was hired in the fall of 2021, did not complete the above trainings that are available in MiRegistry within 90 days of being hired.

R 400.8143 Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

I reviewed 32 child information cards and 14 cards were missing required information such as date of birth, employer names and phone numbers, allergies/special needs, and written parent consent for emergency medical care.

A corrective action plan was requested and approved on 04/15/2022. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.

Carrie Harris

April 15, 2022

Carrie Harris
Licensing Consultant

Date