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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 21, 2023

Marc Verkaik
Kalamazoo Christian School Association
3800 S. 12th Street
Kalamazoo, MI 49009

RE: License #: DC390411474
Heritage CRC
2857 S. 11th Street
Kalamazoo, MI 49009

Dear Mr. Verkaik:

This letter is to advise you that the 02/21/2023 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 400.8131(10)	One out of 3 child care staff members who work directly with children has not been trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired.	Staff members will be trained in first aid and CPR. Going forward, HR director will work with new staff to maintain proper credentials.	3/21/2023
R 400.8131(5)	One out of 3 child care staff members has not completed the required health and safety training within 90 days of being hired.	Staff member will complete the health and safety training. Going forward the HR director will work with new staff to maintain proper credentials.	3/21/2023

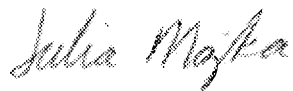
R 400.8146(2)	The facility has not received written documentation that parents received the written information packet.	Program director will update the parent handbook with new language and make sure parents and staff have signed it. Going forward the program director will monitor the handbook and provide material to parents at the beginning of the year.	3/21/2023
R 400.8152(9)	One medication permission form had 3 medications listed on the same form. One form per medication is required.	Program director will contact family to get a new form listing the medications. Moving forward the program director will monitor handbook and communicate with families the medical information.	3/21/2023
R 400.8161(4)	The crisis management plans for active shooter and bomb threat were not in a place known and easily accessible to all personnel.	Program director and licensee designee will make the crisis plan known and easily accessible.	3/21/2023
R 400.8330(2)	The facility does not have on file at the center a written agreement with parents to provide food. It is in the handbook; however, an agreement form is required.	Program director will have on file a written agreement with parents to provide food.	3/21/2023
R 400.8340(3)	Children's lunch containers were not labeled with first and last name and date.	Program director will make sure lunch boxes are labeled with first and last name and date.	3/21/2023

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,

A handwritten signature in cursive script that reads "Julia Majka".

Julia Majka, Licensing Consultant
Child Care Licensing Bureau
611 West Ottawa St.
P.O. Box 30664
Lansing, MI 48909
(269) 615-6039