



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 22, 2023

Lauralei Gehman
Kalkaska Public Schools
315 S Coral
Kalkaska, MI 49646

RE: License #: DC400348382
Rapid City Elementary-GSRP
5258 River Street NW
Rapid City, MI 49676

Dear Ms. Gehman:

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](#).

Due to the violations, you must send us a corrective action plan by 3/13/2023. 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:

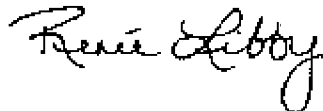
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

During calendar year 2022:	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, if applicable.

Sincerely,



Renee Libby, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (231) 357-3087

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC400348382
Licensee Name:	Kalkaska Public Schools
Licensee Address:	315 S Coral Kalkaska, MI 49646
Licensee Telephone #:	(231) 258-9109
Licensee/Designee:	Lauralei Gehman, Designee
Name of Facility:	Rapid City Elementary-GSRP
Facility Address:	5258 River Street NW Rapid City, MI 49676
Facility Telephone #:	(231) 331-6121
Original Issuance Date:	10/14/2013
Capacity:	36
Age Range:	Ages 2 years 6 months Thru 6 years
Program Components:	GSRP PRESCHOOL FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 02/01/2023
 Date of Environmental Health Inspection: 09/06/2022
 Date of Fire Safety Inspection: 09/12/2022
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 10/12/2019

	No. of Records Reviewed	
No. of children enrolled in care	9	9
No. of staff employed	6	5
No. of volunteers	2	0
No. of children present at time of inspection	6	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	6	
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: Classroom C15, Classroom C16, and the Gym/Cafeteria space are approved as child use space.
 Approved Program Director: Jessica Lyon is the approved Program Director
 Approved Central Administrator: Laura Gehman is the approved Central Administrator
 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.

This renewal inspection was completed with child care licensing consultant Ms. Sharon Reibel. During the renewal inspection, Ms. Reibel and I observed choice time, transition to gym time, small group activities, large group literacy time, handwashing/ bodily care routines, and lunch. Child care staff members engaged in positive, supportive interactions with children throughout the inspection period. They responded to the children's needs, redirected them appropriately, and used well-established routines to guide them through daily activities.

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.

(3) All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.

The licensee designee/central administrator Ms. Laura Gehman did not ensure that all supervised volunteers received a PSOR clearance before having contact with children in care, with a copy of the clearance kept on file at the center. Jessica Z. and Heather D. acted as supervised volunteers and did not have PSOR clearances completed/on file as required.

R 400.8125 Staff; volunteer; requirements.

(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

(a) The individual is aware that abuse and neglect of children is against the law.

(b) The individual has been informed of the center's policies on child abuse and neglect.

(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Ms. Gehman did not obtain a written, signed statement from each volunteer before volunteering indicating (a) through (c) above regarding child abuse/neglect and mandated reporting requirements. Jessica Z. and Heather D. acted as supervised volunteers and did not have written, signed statements on file as required by the rule.

R 400.8131 Professional development requirements.

(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care

staff member's first aid and CPR certificates must be valid and retained on file in the center.

Ms. Gehman did not ensure that each child care staff members working directly which children was trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. One staff member did not have child and pediatric CPR and first aid training within 90 days of hire.

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.

Ms. Gehman and program director Ms. Jessica Lyon did not obtain a completed child information card at the time of each child's initial attendance. Nine child information cards were reviewed. The following information was incomplete/missing: dates of admission (2), parent work and/or work phone numbers (6), physician name/phone number (1), allergies/special needs/special instructions (2), name of center for medical treatment (2). Dates of admission for two children were not accurately documented.

R 400.8143 Children's records.

(3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:

- (a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).
- (b) A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

Ms. Gehman and program director Ms. Lyon did not ensure that certificates of immunization, or the appropriate waivers were obtained for each child under school age at the time of initial attendance. Of the nine child files reviewed, four children did not have a certificate of immunization or the appropriate waiver at the time of initial attendance.

R 400.8152 Medication; administrative procedures.

(9) A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of

medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.

Ms. Lyon did not ensure that lead caregiver Ms. Melanie Potvin maintained a record of the time, date, and amount of medication given to a child on a form provided by the department, or a comparable substitute approved by the department that included the administering staff member's signature. One child was given Tylenol without child care staff members documenting the medication administration as required.

R 400.8158 Incident, accident, injury, illness, death, fire reporting.

(3) A licensee, licensee designee, or program director shall report to the department, via phone, fax, or email, within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.

The licensee designee/central administrator Ms. Gehman and program director Ms. Lyon did not report to the department within 24 hours of notification by a parent that a child received medical treatment for a medical condition that occurred while the child was in care. One child had a reaction from touching either birdseeds or sun butter after a classroom activity on 10/25/2023. The reaction caused redness, puffiness around the child's eyes, and itching. Lead caregiver Ms. Potvin contacted the child's parent who took him/her to the emergency room for evaluation. The incident was documented on the department's incident report form, but it was not reported to the department as required.

R 400.8158 Incident, accident, injury, illness, death, fire reporting.

(4) A licensee, licensee designee, or program director shall submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, in a format provided by the department, within 72 hours of the verbal report to the department.

The licensee designee/central administrator Ms. Gehman and program director Ms. Lyon did not submit a written report to the department within 72 hours as required by the rule. The child who had the allergic reaction had a written incident report on file, but it was not submitted to the department as required.

R 400.8161 Emergency procedures.

- (2) The written procedures must include all of the following:
- (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

The licensee designee/central administrator Ms. Gehman and program director Ms. Lyon did not ensure that written emergency procedure included a plan for how each child with a chronic medical condition will be accommodated during each type of emergency. Two children with parent-identified allergies documented on child information cards (bees and soy) did not have written plans for how they will be accommodated during each type of emergency.

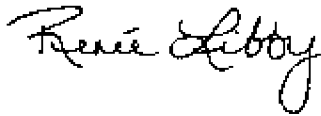
Technical Assistance and Consultation were provided on the following:

- **R400.8161(1)(e) Emergency procedures.** A crisis management plan for bomb threats needs to be posted in a known location to staff.
- **R400.8143(6) Children's Records.** Physical evaluation records/health appraisals, or an electronic record noting if a child does/does not have restrictions, must be on file within 30 days of initial attendance. Exam dates are required on the bottom right side of the health appraisal form, and the activity restrictions in Section IV must be completed by the child's physician.
- **R400.8112(2)(f) Comprehensive Background Check; Fingerprinting** Immediately remove individuals from the Child Care Background Check System (CCBC) when they are no longer associated with the license. C. Finley needs to be disconnected from the center in the CCBC system.
- **R400.8380(1) Maintenance of the Premises.** Large trash bags stored under the classroom sink could pose a suffocation hazard. Ms. Potvin moved the trash bags during the inspection.
- **R400.8315(9) Food Service and Equipment Storage.** Food must be stored in a cabinet or on a shelf above the floor. A box of prepackaged foods stored on the floor in the classroom was moved during the inspection.
- An updated staffing plan is needed that includes supervised volunteer Ms. Heather D.

- A link to the Public Sex Offender (PSOR) website was provided via email.
- An updated comprehensive background check posting is needed. The current posting is outdated and does not match current background check requirements.
- An example of an emergency care plan was provided during the inspection.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.



02/22/2023

Renee Libby
Licensing Consultant

Date