



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 1, 2020

Nicole Heffelfinger
Brett Bontrager
SEEDS
P.O. Box 2454
Traverse City, MI 49685-2454

RE: License #: DC400366696

RE: SI LOG #: **SEEDS-Rapid City Elementary School**
5258 River Street
Rapid City, MI 49676

Dear Ms. Heffelfinger:

This letter is to advise you that the 06/30/2020 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 400.8112 (1) Comprehensive background check; fingerprinting.	Ms. Heffelfinger and Mr. Bontrager did not ensure all individuals were determined to be eligible before unsupervised contact with children.	Ms. Heffelfinger will ensure that all staff is aware of what individuals are eligible to be unsupervised with children. Ms. Heffelfinger and Mr. Jordan Barber will monitor bi-weekly.	04/30/2020
R 400.8131 (11) Professional development requirements.	Ms. Heffelfinger and Mr. Bontrager did not ensure verification of all professional development was available for all staff at the time of inspection	Ms. Heffelfinger and Mr. Bontrager will ensure staff files are complete regarding professional development verification. Ms. Heffelfinger and Mr. Jordan Barber will monitor compliance quarterly.	04/30/2020

R 400.8143 (1) Children's records.	Ms. Heffelfinger and Mr. Bontrager did not ensure all child information cards were fully completed.	Ms. Heffelfinger and Mr. Bontrager will ensure child information cards are compliant. Mr. Jordan Barber will monitor compliance quarterly.	04/30/2020
R 400.8325 (1) Sanitization.	Ms. Heffelfinger and Mr. Bontrager did not ensure all multi-purpose tables were thoroughly washed, rinsed, and sanitized before and after they were used for meals and snacks.	Ms. Heffelfinger will review compliance with this rule with all staff. Mr. Bontrager will monitor compliance daily and Ms. Heffelfinger will monitor compliance monthly.	04/30/2020

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

Due to the COVID-19 situation, the Environmental Health Inspection has been ordered but not completed as of the date of this letter. Ms. Heffelfinger provided a written statement indicating the inspection will be completed as soon as possible regarding COVID-19.

Also, a signed staffing plan has been submitted. The center is currently not providing care to children due to COVID-19. Ms. Heffelfinger understands that the staffing plan must match the child care staff members connected to the center on the LARA (Licensing and Regulatory Affairs) Child Care Background Check Program when center care resumes.

A follow-up evaluation will 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 (231) 922-5309.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Vander Lugt".

Jennifer Vander Lugt, Licensing Consultant
BCHS/Child Care Licensing Department
Suite 11
701 S. Elmwood
Traverse City, MI 49684