



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 18, 2020

Melissa Cochrell  
Rockford Public Schools  
350 N Main St  
Rockford, MI 49341

RE: License #: DC410022829  
**Parkside Elem B A C Program C C**  
**156 Lewis Street**  
**Rockford, MI 49341**

Dear Mrs. Cochrell:

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 7/22/2020, I found three violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- |                   |   |
|-------------------|---|
| <b>R 400.8128</b> | <b>Staff; volunteer; tuberculosis.</b>        |
| <b>R 400.8131</b> | <b>Professional development requirements.</b> |
| <b>R 400.8146</b> | <b>Information provided to parents.</b>       |

Due to the violations, you must send us a corrective action plan by 9/1/2020. 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.

<b>During calendar year 2019:</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 616-356-0183.

**Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.**

Sincerely,



Stephanie Shell, Licensing Consultant  
 Bureau of Community and Health Systems  
 Unit 13, 7th Floor  
 350 Ottawa, N.W.  
 Grand Rapids, MI 49503  
 (616) 481-3498

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>LicenseLicense #:</b>	DC410022829
<b>Licensee Name:</b>	Rockford Public Schools
<b>Licensee Address:</b>	350 N Main St Rockford, MI 49341
<b>Licensee Telephone #:</b>	(616) 863-6560
<b>Licensee/Designee:</b>	Melissa Cochrell, Designee
<b>Name of Facility:</b>	Parkside Elem B A C Program C C
<b>Facility Address:</b>	156 Lewis Street Rockford, MI 49341
<b>Facility Telephone #:</b>	(616) 863-6560
<b>Original Issuance Date:</b>	
<b>Capacity:</b>	200
<b>Age Range:</b>	Ages 6 years Thru 12 years
<b>Program Components:</b>	SCHOOL AGE-EXEMPT

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 07/22/2020  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: EXEMPT  
 Date of Lead Hazard Risk Assessment, if applicable:  
 Date of Documentation of Playground Compliance, if applicable:

		No. of Records Reviewed
No. of children enrolled in care	134	10
No. of staff employed	44	5
No. of volunteers	0	0
No. of children present at time of inspection	69	
No. of staff present at time of inspection	13	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	69	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Entire building  
 Approved Program Director: Susan Hagedorn  
 Approved Central Administrator: Melissa Cochrill  
 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.

Technical assistance was providing regarding staff files and having them available onsite.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8128            Staff; volunteer; tuberculosis.**

**A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours perweek for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.**

Child care staff did not have a tuberculosis test on file.

**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.**

4 out of the 5 staff files reviewed did not have my health and safety training on file.

**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:**

- (l) Notice of the availability of the center's licensing notebook. The notice must include all of the following:**
  - (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.**

There was no notice of the center's licensing notebook in the parent handbook.

#### IV. RECOMMENDATION

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

*Stephanie Shell*

8/18/20

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Stephanie Shell  
Licensing Consultant

Date