



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 11, 2023

Jennifer Campbell
Forest Hills Public Schools
150 Alta Dale
Ada, MI 49301

RE: License #: DC410091519
Central Woodlands Child Care
400 Alta Dale, SE
Ada, MI 49301

Dear Ms. Campbell:

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 7/11/2023, I found 4 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

8134 Hand washing
8143 Children's Records
8146 Information Provided to Parents

Due to the violations, you must send us a corrective action plan by **7/31/2023**. 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.

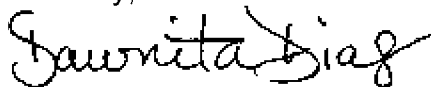
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

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.

Sincerely,



Dawnita M. Diaz, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI, 48909
(616) 402-9376

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC410091519
Licensee Name:	Forest Hills Public Schools
Licensee Address:	150 Alta Dale Ada, MI 49301
Licensee Telephone #:	(616) 493-8787
Licensee/Designee:	Jennifer Campbell, Designee
Name of Facility:	Central Woodlands Child Care
Facility Address:	400 Alta Dale, SE Ada, MI 49301
Facility Telephone #:	(616) 493-8796
Original Issuance Date:	05/04/2000
Capacity:	150
Age Range:	Ages 4 years 9 months Thru 12 years
Program Components:	SCHOOL AGE BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 07/11/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: Exempt
 Date of Lead Hazard Risk Assessment, if applicable: Exempt
 Date of Documentation of Playground Compliance, if applicable: 5/1/2023

		No. of Records Reviewed
No. of children enrolled in care	119	25
No. of staff employed	20	7
No. of volunteers	0	0
No. of children present at time of inspection	72	
No. of staff present at time of inspection	13	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	72	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: C-wing rooms C1-9, the gym, and the multi-purpose room.
 Approved Program Director: Toni Britz
 Approved Central Administrator: Jennifer Campbell
 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 400.8134 Hand washing.

(4) Guidelines for hand washing must be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

Guidelines for hand washing were not posted in the men's bathroom in C-Wing and at the hand washing sinks in the art room and the 4th grade room.

R 400.8143 Children's records.

(8) Upon enrollment and annually thereafter, a center shall obtain and keep on file at the center a signed statement from a school-age child's parent confirming all of the following:

(c) The immunization record or appropriate waiver is on file with the child's school.

The enrollment forms do not include this rule-required statement.

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:

- (a) Criteria for admission and withdrawal.
- (b) Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- (c) Fee policy.
- (d) Discipline policy.
- (e) Food service policy.
- (f) Program philosophy.
- (g) Typical daily routine.
- (h) Parent notification plan for accidents, injuries, incidents, and illnesses.
- (i) Transportation policy, if applicable.
- (j) Medication policy.
- (k) Exclusion policy for child illnesses.
- (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.
 - (ii) The licensing notebook is available to parents during regular business hours.

(iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare. The website address must be in bold print.

(m) The website where parents can access these rules is www.michigan.gov/michildcare.

There is no parent handbook for the Central Woodlands summer care program that includes these rule-required items.

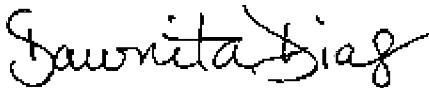
R 400.8146 Information provided to parents.

(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

There is no written documentation on file that parents received the written information packet.

IV. RECOMMENDATION

Upon the receipt of an acceptable written plan of correction I recommend a regular license is issued to this child care facility.



07/11/2023

Dawnita M. Diaz
Licensing Consultant

Date