



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 10, 2023

Heidi Cate
Hope Academy of West Michigan
240 Brown Street SE
Grand Rapids, MI 49507

RE: License #: DC410331106
Hope Early Learning Center
240 Brown Street SE
Grand Rapids, MI 49507

Dear Ms. Cate:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 03/08/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During my on-site inspection I observed small group, free play, lunch, and preparation for rest time. All the rooms were set up with a variety of age-appropriate materials and equipment. Child care staff members interacted with children in a positive and friendly manner. They provided appropriate care and supervision of the children during activities and transitions. Programming was developmentally appropriate and educational. The children seemed interested and engaged in the activities planned. Center, child, and staff files were organized and made readily available.

I provided technical assistance and consultation on the following rule:

- R 400.8112(2)(e) Comprehensive background check; fingerprinting; ensuring the Child Care Background Check system is maintained up to date with current staff.

The violations that were found are:

R 400.8125(5)(a-g) 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.

Child care staff member Sakita Taylor did not have a signed and dated written statement concerning the requirements listed above.

R 400.8131(12) Professional development requirements.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

Child care staff members Lisa Lee, Diana Brand, and Leslie Gutierrez did not complete the health and safety updated training for 2022. This training is named Health and Safety Training Refresher 2022.

R 400.8143(1) 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.

I reviewed 10 child files; some of the child information cards were missing required information:

- Five cards did not include the name of the parent's employer or phone number.
- Two cards did not include the date of the parent signature.
- One card did not include the child's physician phone number.

REPEAT VIOLATIONS ESTABLISHED
LSR Dated 12/28/2019
Corrective Action Plan Dated 01/03/2020

Inspection Report Dated 03/05/2022
Corrective Action Plan Dated 03/05/2022

Due to the violations, you must send us a corrective action plan by 3/30/2023. 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, there will be no change to your license status.

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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,



Jessica Miranda-Bevier, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664

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(616) 498-5459