



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

March 1, 2022

Mary Trucks
FiveCAP Inc.
PO Box 37
Scottville, MI 49454

RE: License #: DC430087336
Robert F. Williams Community & Family Srvc Ctr
2448 W 44th Street
Baldwin, MI 49304

Dear Ms. Trucks:

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](#).

At the time of this onsite inspection, I observed free play, singing, dramatic play, coloring/writing, and puzzles. I also observed handwashing and lunch. Child care staff members were attentive to the needs of the children and interacted with them in a positive and caring manner.

During the renewal inspection on 2/23/2022, I found 3 violations. The violations are listed below and explained in the attached report:

R 400.8161(e)	Emergency procedures
R 400.8345(4)	Water supply; plumbing
R 400.8510(5)	Plans and specification; submission; approval; inspections

Due to the violations, you must send us a corrective action plan by 3/20/2022. 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 2021:	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,



Linda Strube, Licensing Consultant
 Bureau of Community and Health Systems
 Suite 11
 701 S. Elmwood
 Traverse City, MI 49684
 (231) 215-4608

enclosure

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

I. IDENTIFYING INFORMATION

License #: DC430087336

Licensee Name: FiveCAP Inc.

Licensee Address: 302 North Main Street
Scottville, MI 49454

Licensee Telephone #: (231) 757-3785

Licensee/Designee: Mary Trucks, Designee

Name of Facility: Robert F. Williams Community & Family Srvc
Ctr

Facility Address: 2448 W 44th Street
Baldwin, MI 49304

Facility Telephone #: (231) 757-3785

Original Issuance Date: 10/06/1999

Capacity: 56

Age Range: Ages 2 years 6 months Thru 5 years 0
months

Program Components: TRANSPORTATION
PRESCHOOL
HEAD START
FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 02/17/2022, 02/23/2022
 Date of Environmental Health Inspection: 02/16/2022
 Date of Fire Safety Inspection: 01/21/2020
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	17	10
No. of staff employed	5	4
No. of volunteers	0	0
No. of children present at time of inspection	10	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	10	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The two classrooms in the back of the building and the first classroom on the right in the front of the building are approved child use space.
 Approved Program Director: The approved program director is Kayela Kowitz.
 Approved Central Administrator: None
 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 400.8161 Emergency procedures.

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

Ms. Kowitz did not ensure that the crisis management plan included a plan for active shooters.

R 400.8345 Water supply; plumbing.

(4) All plumbing fixtures and water and waste pipes must be properly installed and maintained in good working condition.

Ms. Trucks failed to ensure that all plumbing fixtures and waste pipes were properly installed and maintained in good working condition. A B rated environmental health inspection was completed on 02/16/2022. The report stated that the toilet in the women's bathroom was not working, and the boys' bathroom toilet in the back of the building had water above the critical line in the toilet water tank. The report indicated that this is a back-flow issue.

R 400.8510 Plans and specifications; submission; approval; inspections.

(5) Fuel-fired furnaces shall be inspected by a licensed mechanical contractor before issuance of an original license and every 2 years at renewal.

Ms. Trucks failed to ensure that the fuel-fired furnace was inspected at the time of renewal.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, and an A rated environmental health inspection, I recommend issuance of a regular license to this child care center.

Linda Strube

03/01/2022

Linda Strube
Licensing Consultant

Date