



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 13, 2023

Lynne Snell  
Baldwin Community Schools  
525 W Fourth St  
Baldwin, MI 493049525

RE: License #: DC430243114  
**Baldwin Community Schools**  
**525 W. Fourth Street**  
**Baldwin, MI 49304**

Dear Ms. Snell:

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 4/11/2023, I found 9 violations. The violations are listed below and explained in the attached report:

R 400.8146(1)(a)	Information provided to parents
R 400.8146(1)(b)	Information provided to parents
R 400.8146(1)(c)	Information provided to parents
R 400.8146(1)(h)	Information provided to parents
R 400.8161(1)(c)	Emergency procedures
R 400.8161(1)(e)	Emergency procedures
R 400.8161(2)(h)	Emergency procedures
R 400.8161(3)	Emergency procedures
R 400.170(13)	Outdoor play area

Due to the violations, you must send us a corrective action plan by 5/3/2023. 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.

<b>During calendar year 2022:</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 (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**

<b>License #:</b>	DC430243114
<b>Licensee Name:</b>	Baldwin Community Schools
<b>Licensee Address:</b>	525 W Fourth St Baldwin, MI 493049525
<b>Licensee Telephone #:</b>	
<b>Licensee/Designee:</b>	Lynne Snell, Designee
<b>Name of Facility:</b>	Baldwin Community Schools
<b>Facility Address:</b>	525 W. Fourth Street Baldwin, MI 49304
<b>Facility Telephone #:</b>	(231) 745-3261
<b>Original Issuance Date:</b>	12/07/2001
<b>Capacity:</b>	36
<b>Age Range:</b>	Ages 3 years 6 months Thru 5 years 0 months
<b>Program Components:</b>	GSRP PRESCHOOL FOOD SERVICE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/11/2023  
 Date of Environmental Health Inspection:  
 Date of Fire Safety Inspection:  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: 07/29/2019

		No. of Records Reviewed	
No. of children enrolled in care	20	8	
No. of staff employed	2	2	
No. of volunteers	1	1	
No. of children present at time of inspection	15		
No. of staff present at time of inspection	2		
No. of volunteers present at time of inspection	0		
No. of children interviewed/observed	15		
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
	Program Director	<input checked="" type="checkbox"/>	
	Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Room 107, 109, gym, cafeteria in Baldwin Elementary School  
 Approved Program Director: The approved program director is Ms. Lynne Snell.  
 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 this onsite inspection, I observed outdoor play and rest time. Child care staff members interacted with children in a developmentally appropriate manner. The needs of children were met promptly and in a kind manner.

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

**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.**

Ms. Snell did not ensure that the written information packet included criteria for admission and withdrawal.

**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:**

**(b) Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.**

Ms. Snell did not ensure that the written information packet included a schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.

**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:**

**(c) Fee policy.**

Ms. Snell did not ensure that the written information packet included the fee policy.

**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:**

**(h) Parent notification plan for accidents, injuries, incidents, and illnesses.**

Ms. Snell did not ensure that the written information packet included parent notification plan for accidents, injuries, incidents, and illnesses.

**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:

(c) Other natural or man-made disasters.

Ms. Snell did not ensure that written emergency procedures included a plan for other natural or man-made disasters.

**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. Snell did not ensure that written procedures for the care of children and staff for crisis management including, but not limited to, intruders, active shooters, bomb threats, or other man-made events. There was not a plan for active shooters or bomb threats.

**R 400.8161            Emergency procedures.**

(2) The written procedures must include all of the following:

(h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

Ms. Snell did not ensure that written procedures included a plan for how children with chronic medical conditions will be accommodated during each type of emergency. Written emergency plans did not include a plan for how children with chronic medical conditions will be accommodated during each type of emergency.

**R 400.8161            Emergency procedures.**

(3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.

Ms. Snell did not ensure that emergency plans were posted in a place visible to staff and parents.

**R 400.8170            Outdoor play area.**

(13) All pieces of playground equipment that have an elevated playing or climbing surface, regardless of the height of the playing or climbing surface, must be surrounded by a shock absorbing surface and meet the guidelines defined by the Consumer Product Safety Commission (CPSC) Handbook for Public Playground Safety, which is available at no cost at [www.cpsc.gov](http://www.cpsc.gov). This handbook is also available for inspection, and distribution at no cost, at the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Division, 611 West Ottawa Street, Lansing, MI 48933. The shock absorbing surface material may be either unitary or the loose-fill type. An exception to this subrule is provided for natural playgrounds.

Ms. Snell did not ensure that all pieces of playground equipment that have an elevated playing or climbing surface, regardless of the height of the playing or climbing surface, are surrounded by a shock absorbing surface and meet the guidelines defined by the Consumer Product Safety Commission Handbook for Public Playground Safety. Appropriate ground cover needs to be added under swings and the slide.

**IV. RECOMMENDATION**

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

*Linda Strube*

04/13/2023

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Linda Strube  
Licensing Consultant

Date