



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 13, 2023

Attn: Jessica Terberg  
Hartland Community Education  
PO Box 160  
Hartland, MI 48353

RE: License #: DC470020067

RE: SI LOG #: Hartland Comm Ed Child Care Ctr  
10235 School Street  
Hartland, MI 48353

Dear Ms. Terberg:

This letter is to advise you that the 07/13/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R400.8122(5) Lead caregiver; qualifications; responsibilities.	Child care staff members (E.S. and M. B.) does not have qualifications to be lead caregivers. E.S. is enrolled in a CDA program. She took over as substitute lead on 3/13/23 when the previous lead resigned. M.B. is also enrolled in a CDA program. She took over as substitute lead on 4/24/23 when the previous lead resigned.	While M.B. pursues her CDA, A.R. will be acting lead for Busy Bees. A.R. will lead the class until M.B. is qualified. The directors will oversee. Once M.B. finishes her CDA, she will resume as the lead caregiver.  While E.S. pursues her CDA, program directors, Ms. Pasienza and Ms. Terberg, will be acting leads for Fearless Foxes. They will lead the class until E.S. finishes her CD a period of	M.B. – goal is to finish CDA by 09/08/2023  E.S. – goal is to finish her CDA by 09/08/2023.

		course this could be column she's reading of her observation done. Once her CDA observation has been completed, she will resume as the lead caregiver for Fearless Foxes.	
R400.8128 Staff; volunteer; tuberculosis.	<p>Six of the forty- one child care staff members (A.K., H.H., H.M., E.W., L.W., and M.P.) did not have TB results.</p> <p>A.K. start date 10/04/2022  H.H. start date 11/30/2022  H.M. start date 08/30/2022  E.W. start date 12/14/2021  L.W. start date 05/16/2022  M.P. start date 08/12/2022</p> <p>Fifteen of the forty-one child care staff members (L.L., K.M., D.B., M.B., L.H., R.H., E.L., J.J., L.W., H.F., J.C., J.P., E.S., K.A., and S.B.) did not obtain TB results before employment.</p> <p>L.L. start date 08/23/2021; TB dated 06/12/2022  K.M. start date 10/06/2021; TB dated 05/10/2023  D.B. start date 10/06/2022; TB dated 10/18/2022  M.B. start date 11/18/2022; TB dated 05/19/2023  L.H. start date 03/16/2023; TB dated 05/03/2023  R.H. start date 11/07/2022; TB dated 05/18/2023  E.L. start date 10/26/2022; TB dated 11/26/2022  J.J. start date 04/12/2023; TB dated 04/20/2023</p>	<p>A.K., H.H., L.W.- scheduled to get tests done.</p> <p>H.M. received hers on 5/30/23, it just wasn't in her file yet.</p> <p>M.P. received hers on 6/15/23, it just wasn't in her file yet.</p> <p>E.W. is a school year only employee will have hers done before returning for the 2023/2024 school year.</p> <p>Our new hire checklist has been updated to state that TB test must be done before employment. The checklist is reviewed with each new employee and the director will ensure a TB test is on file before the employee starts in a classroom.</p>	<p>A.K., H.H., L.W. will have TB tests on file by July 31st, 2023.</p> <p>E.W. will have a TB test on file before returning to work on September 6, 2023.</p>

	<p>L.W. start date 08/22/2022; TB dated 05/18/2023 H.F. start date 05/09/2022; TB dated 04/13/2023 J.C. start date 02/18/2022; TB dated 03/24/2022 J.P. start date 09/28/2022; TB dated 11/19/2022 E.S. start date 05/26/2021; TB dated 06/17/2021 K.A. start date 01/24/2022; TB dated 03/27/2022 S.B. start date 11/14/2022; TB dated 05/25/2023</p> <p>REPEAT VIOLATION ESTABLISHED LSR dated 04/30/2021 Corrective Action Plan dated 05/05/2021</p>		
R400.8131(12) Professional development requirements.	<p>Child care staff member (T.C.) did not complete the Refresher 2021 training.</p> <p>REPEAT VIOLATION ESTABLISHED LSR dated 04/30/2021 Corrective Action Plan dated 05/05/2021</p>	<p>T.C. will complete the training when it becomes available (the link is incomplete and will not allow her to register)</p> <p>All professional development requirements will be closely monitored throughout the calendar year by office staff and director to ensure completion each year. Each staff member will complete the required ongoing health and safety training according to the deadline each year.</p>	<p>Within 10 days of the corrective action plan being submitted and we will have a working link for T. C. to complete the course. It is currently unavailable as of 7/13/23.</p>
R400.8161(5) Emergency procedures.	<p>The child care center did not complete quarterly fire drills in 2022.</p> <p>The program completed three fire drills in 2022:</p>	<p>Fire drills will be done quarterly. The director will ensure drills are planned according to guidelines. All drills have been pre planned error are on the calendar for the proper time frames.</p>	<p>Year of 2023.</p>

	01/11/2022, 06/22/2022 and 10/12/2022.		
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,



Thanh Biehl, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30837  
Lansing, MI 48909  
(734) 417-8580