



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

November 28, 2022

Janice Raska-Dolan  
New Haven Community Schools  
58233 Gratiot  
P.O. Box 482000  
New Haven, MI 48048

RE: License #: DC500309480  
Endeavour Middle School  
22505 26 Mile Road  
Ray, MI 48096

Dear Mrs. Raska-Dolan:

This letter is to advise you that the 11/18/2022 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](#).

<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
R 400.8112(2)(b) Comprehensive background check; fingerprinting.	Consent and disclosure forms were available for two out of the ten individuals entered into the child care background check system.	The licensee designee will meet with school administration to block out personally identifiable information on the consent and disclosure forms and a copy will be placed in the file.	12/22/2022
R 400.8112(2)(e) Comprehensive background check; fingerprinting.	The licensee designee was not connected to the child care background check system. Four individuals were connected to the license on the background check system that are no	The licensee designee will meet with school administration to remove employees on the background check system that are no longer associated with the license.	12/22/2022

	longer working at the facility.		
R 400.8125(5) Staff; volunteer; requirements.	Two care staff members and the program director did not have a written self-certifying statement attesting to subsections (a), (b) and (c).	The licensee designee will update all staff files to ensure the self-certifying statements are signed and on file.	12/22/2022
R 400.8128 Staff; volunteer; tuberculosis.	Three out of seven child care staff members did not have documentation of their tb status on file and available for review.	The licensee designee will update the files and ensure all staff have verification of a TB test.	12/22/2022
R 400.8131(3) Professional development requirements.	One child care staff member and the program director did not have documentation of training on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.	The licensee designee will ensure that all child care staff members you are out of compliance completed the training. Training will become a part of new hire orientation. Documentation of training will be kept on file.	01/18/2023 and ongoing
R 400.8131(4) Professional development requirements.	One child care staff member and the program director did not have documentation of training on the prevention and control of infectious disease training, including immunizations.	The licensee designee will ensure that all child care staff members you are out of compliance completed the training. Training will become a part of new hire orientation. Documentation of training will be kept on file.	01/18/2023 and ongoing
R 400.8131(5) Professional development requirements.	A child care staff member and the program director did not have the required trainings in subsections (a)-(g) within 90 days of hire.	The licensee designee will ensure that all child care staff members you are out of compliance completed the training. Training will become a part of new hire orientation. Documentation of training will be kept on file.	01/18/2023 and ongoing

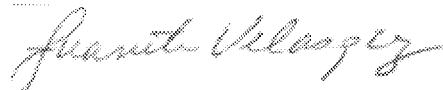
R 400.8131(6) Professional development requirements.	Four child care staff members and the program director did not have documentation of 16 hours of annual professional development available for review.	The licensee designee will review staff professional development records and assist child care staff members register for training. Licensee designee will also conduct monthly trainings.	Present to 06/30/2023 and ongoing.
R 400.8131(10) Professional development requirements.	Three child care staff members did not have documentation of training or certification in CPR/first aid on file at the center.	The licensee designee will update the child care staff files to reflect current CPR/First aid certifications and trainings. Child care staff members missing certification will be enrolled in a class and someone with current cpr/first aid certification will be working at all times.	12/22/2022
R 400.8131(12) Professional development requirements.	Three child care staff members and the program director did not have documentation of completion of the 2021 refresher training.	The licensee designee will assist and or register child care staff members for the yearly health and safety refresher training. A mandatory completion date will also be given to child care staff members.	Present- 03/31/2023
R 400.8143(2) Children's records.	Five out of ten child information cards reviewed were not updated annually.	Child information cards will be updated at enrollment and cards for children who are no longer attending will be removed.	Completed.
R 400.8161(5) Emergency procedures.	Fire drills were conducted in September and November of 2021. Drills were not logged in again until September of 2022.	Fire drills will be conducted as required. The licensee will schedule future dates to ensure compliance.	Completed and ongoing.

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,

A handwritten signature in cursive script that reads "Juanita Velasquez".

Juanita G. Velasquez, Licensing Consultant  
(586) 256-2044