



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 30, 2023

Regina Debelak  
Alger Marquette Community Action Board  
1125 Commerce Drive  
Marquette, MI 49855

RE: License #: DC520082236  
**Greenwood Head Start**  
**704 Greenwood Street**  
**Ishpeming, MI 49849-1242**

Dear Ms. Debelak:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 1/26/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

**R 400.8143 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.

Of the nine child information cards reviewed, all of them were missing some of the following information:

- Telephone number of child's physician (1)
- Telephone number of mother's place of employment (4)
- Place of father's employment (4)
- Telephone number of father's place of employment (6)
- Admission date (1)
- Place of mother's employment (1)

**R 400.8380(3) Maintenance of premises.**

(3) Roofs, exterior walls, doors, skylights, and windows must be weathertight and watertight and kept in sound condition and good repair.

The door that leads to outside from the kitchen needs to be adjusted. The self-closure is not working properly and the door doesn't close on it's own.

The classroom door in Room 2 that leads to outside needs repair. It is very hard to open. I used my body weight and had to push really hard to get it open.

Due to the violations, you must send us a corrective action plan by 2/20/2023. 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.

<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>

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,

*Michelle A. Marenger*

Michelle A. Marenger, Licensing Consultant  
Child Care Licensing Bureau  
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P.O. Box 30664  
Lansing, MI 48909  
(906) 290-2618