



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

January 27, 2022

Patricia Williams
 Kids Club CDC, LLC
 111 E Ridge
 Marquette, MI 49855

RE: License #: DC520387038
111 E Ridge
Marquette, MI 49855

Dear Ms. Williams:

This letter is to advise you that the 01/26/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed licensing renewal 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
R400.8110 (5)	Routinely during the summer months of 2021, over 36 school-age children were present, which exceeded the capacity of the approved child use space for that age group.	Daily monitoring of age-specific space by each program director. Staff training was done and onboarding process was updated.	08/2021
R400.8112 (2)	The CCBC updates for 12 staff member changes in 2021 were not completed at the time of the renewal inspection.	Weekly CCBC updates are completed.	08/2021
R400.8113 (4)	The staff members were not able to state who was in charge during the program director's absence.	Two owners, two directors, and two lead staff are designated as team leaders.	01/2022

R400.8128	A total of 19 staff members did not have Tb verification available.	Onboarding process established to have Tb on file before hire.	08/2021
R400.8131 (3). (4), & (5)	Seventeen active staff members files reviewed at the renewal inspection did not contain verification of the required (3) (5) Health and Safety Courses. Six active staff members files reviewed did not contain verification of (4) Health and Safety Course.	Onboarding process established and staff orientation was updated.	08/2021
R400.8131 (6)	The required 16 hours of annual training were not completed.	Onboarding process established and staff orientation was updated. The professional development plan was updated.	08/2021
R400.8143 (1) & (2)	One child information card could not be found. Of the 25 child information cards reviewed, 21 had missing information and 6 were not updated annually.	Cards to be reviewed at enrollment by director and monthly checks completed by lead staff.	01/2022
R400.8146	A school-age handbook was not available for review.	Director provided a school age handbook that was developed in 2019 and updated it to include bus field trips.	09/2019 and 08/2021
R400.8161(8)	There was no documentation that staff were being trained twice annually on emergency procedures.	The professional development plan was updated to include twice annual training to include emergency procedures.	01/2022
R400.8167 (3)	Unapproved child use space in an area of the church building was used routinely in summer 2021.	Onboarding process was updated to include a tour of the building and show which areas are approved for child use.	08/2021

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 "Anne O'Neill".

Anne O'Neill, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(906) 290-2131