



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

Report Type : Renewal
Inspection Type: Renewal

Date of Inspection: 5/13/2024
Date of Report: 5/30/2024

Licensee Name(s)	License Number
FiveCAP Inc.	DC530411032
Capacity	Facility Name
60	Ludington Area FiveCAP Head Start Center
Program Type	Licensee Designee(s)
Center	Mary Louise Trucks
Central Administrator(s)	Program Director(s) Name
	Bernadine Melissa Niemiec-Rosales Qualifications: R 400.8113(7)(a) (9). Date PD Approved: 12/15/2021
Facility Address	Mailing Address
5771 W. Bryant Road, Ludington, MI, 49431	PO Box 37, Scottville, MI, 49454
Facility Phone Number	Facility Email Address
2314254704	fivecap@fivecap.org

Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [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](#).

The 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 the renewal inspection, licensing consultant Amanda Wendell found 5 violations. The violations are listed and explained below. An acceptable written corrective action plan was received on 5/29/2024. A regular license will be issued.

If you have any questions regarding the report, please contact licensing consultant, Amanda Wendell, at (231) 492-5410. In the event that Amanda Wendell is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Inspection Details		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
666	5	1
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
10 : 54	5 : 8	0 : 0
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
43 : 43	7 : 7	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
No	Yes	Yes

Due to the health and safety professional development training violation(s), all of the facility's child care staff members must complete the required training by 5/27/2024. This must be included in the facility's corrective action plan.

Documentation of Required Inspections		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Certification of School Building Fire Safety Provisions	5/10/2024	Passed

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8112(2)(a)	Comprehensive background check; fingerprinting. Ensure that each individual who requires an eligibility determination under subrule (1) of this rule completes, signs, and submits all of the information required in	Child Care Staff Member Bethany Wolff did not have a completed consent and disclosure form on file.	Violation Established

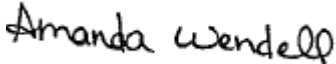
	subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, www.michigan.gov/ccbc . The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.		
R 400.8128	Staff; volunteer; tuberculosis. Staff; volunteer; tuberculosis.	Child Care Staff Member Bethany Wolff did not have proof of freedom from tuberculosis on file.	Violation Established
R 400.8125(5)	Staff; volunteer; requirements. A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:	Child Care Staff Member Bethany Wolff did not have this required document on file.	Violation Established
R 400.8131(12)	Professional development requirements. When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete	Child Care Staff Member Bethany Wolff did not complete the 2023 refresher training.	Violation Established

	the activity within 6 months of the notice.		
R 400.8110(12)(a)	Applicant; licensee; licensee designee; requirements. The name, address, and telephone number for each child enrolled and each employee for at least 2 years after the individual leaves the center.	Child Care Staff Member Bethany Wolff did not have this required document in her file.	Violation Established

Technical Assistance	
Rule Number	Rule
R 400.8143(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.

Hours of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00 AM To 2:55 PM	09:00 AM To 2:55 PM	09:00 AM To 2:55 PM	09:00 AM To 2:55 PM			

Bureau Recommendation
You have submitted an acceptable corrective action plan. I recommend the issuance of a regular license.

Approved By:			
			
5/30/2024			
Amanda Wendell			
Licensing Consultant	Date		

