



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 5, 2023

Michelle Runyan
Carleton Country Day School
12707 Maxwell Road
Carleton, MI 48117

RE: License #: DC580397092
RE: SI LOG #: 2023D0109006
Carleton Country Day School
12707 Maxwell Road
Carleton, MI 48117

Dear Ms. Runyan:

This letter is to advise you that the 04/05/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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
R 400.8380(2)	Mouse droppings were found in the kitchen cupboards, under the sink in the kitchen, in the cabinet next to the refrigerator in the kitchen, in the hallway closet by the preschool classroom, in the room behind the preschool classroom, and in the children's bathroom under the sink.	Ms. Runyan started a yearly contract with Orkin for pest control. Orkin will come once a month to check indoor and outdoor traps. Child care staff members will document any signs of rodents in the building. Ms. Runyan will look for signs of rodents throughout the center monthly.	03/03/2023

R400.8380(4)	There was a ceiling tile in the storage room that was hanging with insulation coming out, ceiling tiles in the hallway that were water stained, and the ceiling tile covering the light in the preschool classroom that was covered with dirt and bugs. The tiles are not kept in sound condition, good repair and maintained in a clean condition.	Ms. Runyan changed all the water-stained ceiling tiles, and cleaned or replaced the tiles over the lights that had dirt and bugs present. The roofing company will patch the leaks as they happen. Ms. Runyan will monitor ceiling tiles monthly and clean or replace them as needed.	04/04/2023
R 400.8380(9)	The center does not have an integrated pest management policy.	Ms. Runyan started a yearly contract with Orkin for pest control. Orkin will come once a month to check indoor and outdoor traps. Ms. Runyan will renew the pest management system annually.	03/03/2023
R 400.8385	Spectr-O-Cide was found under the kitchen sink and toilet cleaning supplies were found in the cabinet in the children's bathroom. These toxic materials were not stored out of the reach of children.	All cleaners are now in a child proof locked cabinet and out of the reach of children. There is an additional lock on the bathroom cabinet with a key to access toilet cleaners/Lysol in that area. Ms. Runyan will monitor the center monthly to ensure toxic materials are out of the reach of children.	04/04/2023

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 "Karen Woodman".

Karen Woodman, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 285-9301