



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

May 5, 2021

Wilberta Wittkopp
 Central Montcalm Public Schools
 710 N. State Street
 Stanton, MI 48888

RE: License #: DC590335992
Central Montcalm Sheridan Elementary
289 St. Clair Street
Sheridan, MI 48884

Dear Ms. Wittkopp:

This letter is to advise you that the 05/05/2021 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](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R400.8110(3)(b) Applicant; licensee; licensee designee; requirements.	Licensee designee Ms. Wilberta Wittkopp did not ensure that the most recent copy of the Licensing Rules for Child Care Centers Effective December 18, 2019 was posted and visible to parents.	Ms. Wilberta Wittkopp placed the current rule book where it is visible and accessible to parents.	04/15/2021
R400.8110(4) Children's records.	Licensee designee Ms. Wilberta Wittkopp did not ensure that the licensing notebook contained all of the required documents for the last 5 calendar years	Ms. Wilberta Wittkopp, Ms. Casey Lingeman and Ms. Tonia Reinke will place the missing reports in the licensing notebook when they are received.	Before the 2021/2022 school year.

	and a completed summary page.		
R400.8143(3)(a) Children's records.	One child did not have a completed certificate of immunization on file.	Ms. Casey Lingeman notified the parent and parent will supply the necessary documentation.	05/21/2021
R400.8143(6) Children's records.	One child did not have a completed physical on file.	Ms. Casey Lingeman notified the parent and the parent will provide necessary documentation.	05/21/2021
R400.8161(4) Emergency procedures.	Child care staff member Ms. Kimberly Beech was unable to locate the crisis management plan.	Ms. Wilberta Wittkopp, Ms. Tonia Reinke and Ms. Casey Lingeman. Meeting reminding staff where the crisis plan is located.	04/15/2021 and Fall 2021
R400.8173(2) Equipment.	The posted list of unsafe children's products was dated Summer of 2019.	Ms. Wilberta Wittkopp. A new list of current unsafe products was printed from the LARA site.	04/15/2021
R400.8128 Staff; volunteer; tuberculosis.	Licensee designee Ms. Wilberta Wittkopp was unable to provide documentation that child care staff member Ms. Buffy Marks was free from communicable tuberculosis.	Ms. Buffy Marks got TB test redone.	04/19/2021

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 "Dana M. Desgranges".

Dana Desgranges, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 388-4625