



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 20, 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:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [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](#).

During the renewal inspection on 04/15/2021, I found seven violation(s) listed below and explained in the attached report:

- R400.8110(3)(b) Applicant; licensee; licensee designee; requirements.
- R400.8110(4) Applicant; licensee; licensee designee; requirements.
- R400.8143(3)(a) Children's records.
- R400.8143(6) Children's records.
- R400.8161(4) Emergency procedures.
- R400.8173(2) Equipment.
- R400.8128 Staff; volunteer; tuberculosis.

Due to the violations, you must send us a corrective action plan by **05/10/2021**. 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.

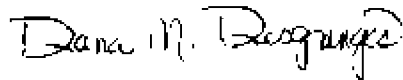
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2020:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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,



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

Enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #: DC590335992

Licensee Name: Central Montcalm Public Schools

Licensee Address: 710 N. State Street
Stanton, MI 48888

Licensee Telephone #: (989) 831-5243

Licensee/Designee: Wilberta Wittkopp, Designee

Name of Facility: Central Montcalm Sheridan Elementary

Facility Address: 289 St. Clair Street
Sheridan, MI 48884

Facility Telephone #: (989) 831-2500

Original Issuance Date: 10/15/2012

Capacity: 36

Age Range: Ages 3 years 6 months Thru 5 years 11 months

Program Components: GSRP
PRESCHOOL
FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/15/2021
 Date of Environmental Health Inspection: 03/03/2021
 Date of Fire Safety Inspection: 02/01/2021
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 09/25/2017

		No. of Records Reviewed
No. of children enrolled in care	32	10
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	26	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	26	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Room 15 and Room 16 are approved for child care use. The gymnasium and cafeteria are approved as additional child use space.
 Approved Program Director: Tonia Reinke and Casey Lingeman.
 Approved Central Administrator: Amy Meinhardt.
 Approved Variances: None.
 Key Indicator Inspection: No.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This 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.

When I arrived in Room 15, program director/lead caregiver Ms. Casey Lingeman was present; along with child care staff member Ms. Shannon Behrend. The children were observed eating breakfast and transitioning to free choice time. I observed the speech therapist signing three children out of the classroom to attend speech services. I observed Ms. Behrend using the 3-step process for cleaning and sanitizing the tables after the children had left the tables from eating breakfast. I

also observed Ms. Lingeman and Ms. Behrend interacting and engaging with the children during their play.

When I arrived in Room 16, program director/lead caregiver Ms. Tonia Reinke was present; along with child care staff member Ms. Kimberly Beech. The early childhood specialist for the GSRP was also present in the classroom. There were fourteen children in attendance. I observed the speech therapist signing three children out of the classroom to attend speech services. The child care staff members and the children were engaged in free choice time. The room was well organized and provided a variety of interest areas and equipment for the children to interact with and use.

The gymnasium and cafeteria were not inspected at this time as they are not being used as additional use space during the 2020-2021 school year due to COVID-19.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8110 Applicant; licensee; licensee designee; requirements.

(3) All of the following must be in a place, accessible, and visible to parents:

(b) A copy of these rules and a copy of the last page of any variances granted.

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. At the time of the on-site inspection the Licensing Rules For Child Care Centers Effective January 2, 2014 was posted and visible to parents.

R 400.8110 Applicant; licensee; licensee designee; requirements.

(4) There must be a licensing notebook on the premises that includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook. The notebook must be in a place accessible to parents and prospective parents at all times during the center's normal hours of operation.

Licensee designee Ms. Wilberta Wittkopp did not ensure that the licensing notebook contained all of the required documents for the last 5 calendar years and a completed summary page. The following reports were missing from the licensing notebook:

- Licensing Study Report dated 01/18/2016
- Addendum dated 05/24/2018.

Copies of the missing reports, along with a blank summary page to be completed, will be mailed to Ms. Wittkopp.

R 400.8143 Children's records.

(3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:

(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).

Ten children's files were reviewed. One child did not have a completed certificate of immunization on file.

R 400.8143 Children's records.

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

(a) For an infant, within the preceding 3 months.

(b) For toddlers, within the preceding 6 months.

(c) For preschoolers, within the preceding 12 months.

Ten children's files were reviewed. One child did not have a completed physical on file.

R 400.8161 Emergency procedures.

(4) The crisis management plan required by subrule (2) of this rule must be maintained in a place known and easily accessible to all personnel.

Child care staff member Ms. Kimberly Beech was unable to locate the crisis management plan.

R 400.8173 Equipment.

(2) The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.

The posted list of unsafe children's products was dated Summer of 2019. The current list of unsafe children's products list that should have been posted was published on February 8, 2021.

R400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

Licensee designee Ms. Wilberta Wittkopp was unable to provide documentation that child care staff member Ms. Buffy Marks was free from communicable tuberculosis.

Technical Assistance and Consultation was provided to Ms. Wilberta Wittkopp in the following areas:

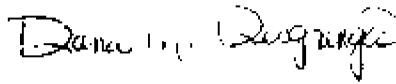
- **R400.8110 Applicant; licensee; licensee designee; requirements.** The process and requirements for changing the licensee designee.
- **R400.8110(3) Applicant; licensee; licensee designee requirements.** the posted notice requiring background checks should be updated to reference R400.8110(3)(b) The center requires a comprehensive background check on its employees and unsupervised volunteers.
- **R400.8112(2)(e) Comprehensive background check; fingerprinting.** When changing the licensee designee and central administrator, the child care background system must be accurately completed and maintained.
- **R400.8131(11) Professional development requirements.** Verification of all professional development required by this rule must be kept on file at the center or online at MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.
- **R400.8131(1) Professional development requirements.** The center shall provide an orientation about the center's policies and practices and these

administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children. Documentation of the completed orientation must be kept on file.

- **R400.8140(2)(a-i) Discipline.** The current discipline policy needs to be updated to include all components 2(a-i).
- **R400.8161(2)(a-h) Emergency procedures.** Update current plans to ensure that all emergency plans contain the following components: a plan for how each child with a chronic medical condition will be accommodated during an emergency and an identified relocation site. Ensure that the crisis management plan has all of the required components (a-h).
- **R400.8173(9) Equipment.** The first aid kit needs to include an elastic bandage.
- **R400.8176(16) Sleeping equipment.** Refrain from storing equipment on top of sanitized napping cots.
- **Referenced the Guidelines for Safe Child Care Operations During COVID-19 to assure that the facility is following all applicable items.**

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.



04/20/2021

Dana Desgranges
Licensing Consultant

Date