



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

December 3, 2020

Susan Mulvey  
 White Lake Area Community Education  
 541 E Slocum St  
 Whitehall, MI 49461

RE: License #: DC610261714

RE: SI LOG #: **WLACE RP Twin Lake Elementary**  
**3175 Fifth Street**  
**Twin Lake, MI 49457**

Dear Mrs. Mulvey:

This letter is to advise you that the 12/02/2020 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
-----------------	------------------------	-----------------	----------------------

R 400.8110 (12)(a) Applicant; licensee; licensee designee; requirements	Child care staff member Jennifer Barton's name, address, and telephone number were not on file.	Employees will bring their files with them when they transfer sites.	11/24/2020
R 400.8110 (4) Applicant; licensee; licensee designee; requirements	There was no licensing notebook onsite.	A licensing notebook will be created and placed onsite.	12/11/2020
R 400.8112 (2)(b) Comprehensive background check; fingerprinting	Ms. Barton's consent and disclosure form was not onsite.	Employees will bring their files with them when they transfer sites.	11/24/2020
R 400.8125 (4) Staff; volunteer; requirements	The center's written screening policy does not include that any individual registered on the PSOR is prohibited from having contact with children in care.	The policy will be updated with the required statement.	12/4/2020
R 400.8125 (5)(a)(b)(c) Staff; volunteer; requirements	Ms. Barton did not have the required document on file regarding abuse and neglect.	All staff will have the required documentation on file.	11/24/2020
R 400.8128 Staff; volunteer; tuberculosis	Ms. Barton did not have documentation on file at the center showing freedom from TB.	All staff will have TB test results on file.	11/24/2020
R 400.8131 (3) Professional development requirements	All child care staff members did not complete the required training prior to caring for children.	All staff will complete trainings according to the timelines.	11/24/2020
R 400.8131 (4) Professional development requirements	All child care staff members did not complete the required training prior to having unsupervised contact with children.	All staff will complete trainings according to the timelines.	11/24/2020
R 400.8305 (2)(b) Plan review; approval; inspections	An environmental health inspection was not completed at the time of renewal.	An environmental health request was submitted.	12/1/2020
R 400.8320 (1) Food preparation	There was an expired gallon of milk in the refrigerator.	All expired items will be thrown out.	Ongoing

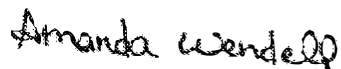
R 400.8325 (1) Sanitization	Tables were not washed, rinsed, and sanitized before and after being used for snack.	Tables will be washed, rinsed, and sanitized before and after being used for snack or meals.	Ongoing
R 400.8335 (8)(a) Food services and nutrition; provided by center	There was an open, unlabeled gallon of milk in the refrigerator.	Food containers will be labeled with date and time opened.	Ongoing

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 (616) 356-0100.

Sincerely,



Amanda Wendell, Licensing Consultant  
 Bureau of Community and Health Systems  
 2700 Baker St.  
 P.O. Box 4290  
 Muskegon Heights, MI 49444  
 (231) 492-5410