



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 22, 2022

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

RE: License #: DC610311735
WLACE Reeths Puffer Elementary
874 E. Giles
Muskegon, MI 49445

Dear Mrs. Mulvey:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 08/22/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

At the time of the onsite inspection, Ms. Brown was present with one child care staff member and 29 child care children. While I was present, another child care staff member arrived. The children were playing on the playground and engaging in various outdoor activities. Appropriate care and supervision was provided.

The violations that were found are:

R 400.8110 Applicant; licensee; licensee designee; requirements.

(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

Ms. Brown did not ensure that staff attendance records are accurate. There were days where staff did not sign in or out. At the time of my arrival, neither staff member present had signed in for the day.

REPEAT VIOLATION ESTABLISHED
LSR Dated 06/22/2021
CAP Dated 07/08/2021

(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.

Ms. Brown did not ensure that child information cards are completed at the time of the child's initial attendance. Of 10 child information cards reviewed, 6 were missing allergy information.

REPEAT VIOLATION ESTABLISHED

LSR Dated 06/22/2021

CAP Dated 07/08/2021

LSR Dated 05/28/2019

CAP Dated 06/06/2019

During the exit conference, technical assistance/consultation was provided regarding the following:

- Child care staff members that are required to complete the 2022 health and safety refresher training have until 11/01/2022.
- Fire, tornado, disaster, and serious accident/injury plans must be posted in a location visible to staff and parents. Crisis management plans should be posted in a location known by staff.
- The refrigerator thermometer was broken. I had Ms. Brown move the thermometer from the freezer to the refrigerator.
- Clorox cleanser was under the hand washing sink. Ms. Brown moved it to a location inaccessible to children.
- I reminded Ms. Brown that lunch boxes must be labeled.

Due to the violations, you must send us a corrective action plan by 09/12/2022. 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, there will be no change to your license status.

During calendar year 2021:	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

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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,



Amanda Wendell, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 492-5410