



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 10, 2023

Donna Grodus
True North Community Services
PO Box 149
6308 S. Warner Ave.
Fremont, MI 49412

RE: License #: DC610364121
**Project FOCUS/Edgewood Elementary Muskegon Hts
3028 Howden St.
Muskegon Heights, MI 49444**

Dear Ms. Grodus:

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 5/2/2023, I found 12 violations. The violations are listed below and explained in the attached report:

R 400.8110(4)	Applicant; licensee; licensee designee; requirements
R 400.8112(1)(e)	Comprehensive background check; fingerprinting
R 400.8143(1)	Children's records
R 400.8143(8)(a)	Children's records
R 400.8143(8)(b)	Children's records
R 400.8143(11)	Children's records
R 400.8161(1)(e)	Emergency procedures
R 400.8161(3)	Emergency procedures
R 400.8161(5)	Emergency procedures
R 400.8161(6)	Emergency procedures
R 400.8325(1)	Sanitization
R 400.8330(10)	Food services and nutrition generally

Due to the violations, you must send us a corrective action plan by 5/30/2023. 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 2022:	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,



Linda Strube, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(231) 463-3177

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #: DC610364121

Licensee Name: True North Community Services

Licensee Address: PO Box 149
6308 S. Warner Ave.
Fremont, MI 49412

Licensee Telephone #: (231) 924-0641

Licensee/Designee: Donna Grodus, Designee

Name of Facility: Project FOCUS/Edgewood Elementary
Muskegon Hts

Facility Address: 3028 Howden St.
Muskegon Heights, MI 49444

Facility Telephone #: (231) 924-0641

Original Issuance Date: 10/07/2014

Capacity: 100

Age Range: Ages 5 years 0 months Thru 12 years

Program Components: TRANSPORTATION
SCHOOL AGE
FOOD SERVICE
BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/02/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: CCL-5043 signed by superintendent 05/16/2023
 Date of Lead Hazard Risk Assessment, if applicable: N/A School age program
 Date of Documentation of Playground Compliance, if applicable: N/A School age program

	No. of Records Reviewed	
No. of children enrolled in care	21	10
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	13	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	13	

Persons Interviewed: Licensee/Licensee Designee
 Program Director
 Caregiving staff

Approved Child Use Space: Gymnasium and the media room
 Approved Program Director: Marla Baldwin
 Approved Central Administrator: None
 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.

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.

(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.

Ms. Grodus did not ensure that the licensing notebook included all licensing inspections and special investigation reports and related corrective action plans for the last 5 calendar years. The interim inspection dated 05/31/2022 was not included in the licensing notebook.

R 400.8112 Comprehensive background check; fingerprinting.

**(2) An applicant or licensee shall do all of the following
(e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.**

Ms. Grodus did not ensure that the department's child care background check system accurately completed and maintained the connection, disconnection, or withdrawn status of each individual associated with the license. Ms. Shawntina Wyrick is connected to the Muskegon Middle School Project Focus license. She was acting as a substitute child care staff member on the day of this inspection. Ms. Wyrick is not connected to this license.

R 400.8143 Children's records.

(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. Grodus did not ensure that child information cards were completed at the time of a child's initial attendance. Of 10 child information cards reviewed, 3 did not have the parent's employer name or employer's telephone number, 1 did not have the child physician's phone number, and 1 did not have the name of the center.

R 400.8143 Children's records.

(11) A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last

name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

Ms. Grodus did not ensure that the center maintained an accurate record of daily attendance that included the time of arrival and departure for each child. Ms. Shymia Crews had not completed the attendance record. I was in Ms. Crews' classroom approximately one hour after programming began, and attendance had not been completed.

R 400.8143 Children's records.

(8) Upon enrollment and annually thereafter, a center shall obtain and keep on file at the center a signed statement from a school-age child's parent confirming all of the following:

(a) The child is in good health with activity restrictions noted.

Ms. Grodus did not ensure that the center obtained and kept on file a signed statement from a school-age child's parent confirming that the child is in good health with activity restrictions noted. Of 10 child files reviewed, 2 did not have this documentation.

R 400.8143 Children's records.

(8) Upon enrollment and annually thereafter, a center shall obtain and keep on file at the center a signed statement from a school-age child's parent confirming all of the following:

(b) The child's immunizations are up-to-date.

Ms. Grodus did not ensure that the center obtained and kept on file at the center a signed statement from a school-age child's parent confirming that the child's immunizations are up-to-date. Of 10 child files reviewed, 2 did not have this documentation.

R 400.8161 Emergency procedures.

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

Ms. Grodus did not ensure that written procedures for the care of children and staff for crisis management was developed and implemented including intruders, active shooters, bomb threats, and other man-made events.

R 400.8161 Emergency procedures.

(3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.

Ms. Grodus did not ensure that emergency procedures were posted in a place visible to staff and parents. Emergency procedures were not posted in the cafeteria or in Ms. Crews' classroom.

R 400.8161 Emergency procedures.

(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

Ms. Grodus did not ensure that fire drills were practiced at least once quarterly. There were no fire drills completed in the 2022/2023 school year.

R 400.8161 Emergency procedures.

(6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.

Ms. Grodus did not ensure that at least 2 tornado drills were completed between the months of March through November. There were no tornado drills completed in the 2022/2023 school year.

R 400.8325 Sanitization.

(1) All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.

Ms. Grodus did not ensure that multi-purpose tables were thoroughly washed, rinsed, and sanitized before and after they are used for meals or snack. Tables were washed with soapy water, but they were not rinsed or sanitized.

R 400.8330 Food services and nutrition generally.

(10) Menus must be planned in advance, dated, and posted in a place visible to parents. Food substitutions must be noted on the menus the day the substitution occurs.

Ms. Grodus did not ensure that menus were planned in advance, dated, and posted in a place visible to parents. Food substitutions were not noted on the menus the

day the substitution occurs. On the day of this inspection, the menu noted that chicken nuggets, fruit, vegetables, and string cheese would be served. Children were served hotdogs, yogurt, crackers, milk, juice, and apples.

IV. RECOMMENDATION

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

Linda Strube

05/10/2023

Linda Strube
Licensing Consultant

Date