



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 22, 2022

Jane Holter
Orchard View Schools
1765 Ada Ave
Muskegon, MI 49442

RE: License #: DC610389258

RE: SI LOG #: **Beechnau Preschool**
12335 Heights Ravenna Rd
Ravenna, MI 49451

Dear Mrs. Holter:

This letter is to advise you that the 03/02/2022 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 400.8143(1) Children's records.	During my onsite inspection I reviewed child information cards, many cards were missing the date of admission. Some cards were missing information such as employer phone number, physician, physician phone number, allergy information and date of parent signature. The child information card should be complete, with information on all required	Children's records- Director will email/talk to staff about the incomplete information cards and how to correct them. Information cards will be monitored throughout the school year by the director/program manager to make sure they are completed properly.	3/14/2022

	lines. Leaving information blank, a line through or N/A are not considered complete.		
R 400.8152(3) Medication; administrative procedures	One child had a nonprescription medication stored at the center, the center was not labeled with the child's first and last name as required.	Director will check with teachers to find out which child's non-prescription medication is not labeled with child's first and last name. Staff will be reminded of this requirement director or program manager will monitor all meds at the school. We will add this to our orientation regarding meds in the beginning of the year.	3/4/2022 and ongoing for staff orientation
R 400.8510(3) Plans and specifications; submission; approval; inspections	A fire inspection was completed in 2017, a fire safety inspection conducted by the bureau of fire services or a department-approved qualified fire inspector, and an approval granted every four years after original license.	Director has reached out to Ravenna Central office and Beechnau head custodian to see if there is a more recent fire inspection. If not I will schedule a fire inspection ASAP.	4/13/2022

Sincerely,



Tarah Kline, Licensing Consultant
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