



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

October 28, 2020

Dakota Crow
 Boys And Girls Club Of The Muskegon Lakeshore
 PO Box 1018
 Muskegon, MI 49443

RE: License #: DC610392979

RE: SI LOG #: **Oakridge Upper Elementary Boys & Girls Club
 481 S Wolf Lake Rd
 Muskegon, MI 49442**

Dear Mr. Crow:

This letter is to advise you that the 09/15/2020 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 400.8122 (2)(c) Comprehensive Background Check; fingerprinting	The child care center did not have copies of the consent and disclosure forms of the child care staff members that were fingerprinted.	VP of Operations will scan documents to Site Directors, who will print and place in the licensing binders. This process will be completed each time a new individual is hired. This will be monitored during monthly binder audits by the site director, VP of Ops or Area operation director.	Compliance achieved by 9/30/2020, all new hire documents will be shared immediately upon hire.
R 400.8125 (5) Staff and Volunteers	The child care center did not have written statements stating that child care staff	VP of Operations will scan documents to Site Directors, who will print and place in the	Compliance achieved by 9/30/2020,

	members are aware that abuse and neglect is against the law, the center's policies on child abuse and neglect and that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.	licensing binders. This process will be completed each time a new individual is hired. This will be monitored during monthly binder audits by the site director, VP of Ops or Area operation director.	all new hire documents will be shared immediately upon hire.
R 400.8128 Staff; volunteer; tuberculosis	Child care staff members did not have documentation being free and clear of the communicable disease tuberculosis.	Assistant area operations will send all staff TB testing, VP of Operations will scan documents to Site Directors, who will print and place in the licensing binders. This process will be completed each time a new individual is hired. This will be monitored during monthly binder audits by the site director, VP of Ops or Area operation director.	Compliance achieved by 9/30/2020, all new hire documents will be shared immediately upon hire.
R 400.8131(3) Professional development requirements	Child care staff members did not have required trainings off miregistry.org.	AOD will schedule the training by 9/30/2020, SID training will be added to annual training/professional development calendar and new hire orientation.	Compliance achieved by 9/30/2020, all new hires will receive this training as part of their onboarding
R 400.8131(2) Professional development requirements	Child care staff members did not participate in shaken baby syndrome training.	AOD will schedule the training by 9/30/2020, SID training will be added to annual training/professional development calendar and new hire orientation.	Compliance achieved by 9/30/2020, all new hires will receive this training as part of their onboarding

R 400.8131 (5) Professional development requirements	Child care staff members did not have the required trainings off miregistry.org	AOD will schedule the training by 9/30/2020, will be added to annual training/professional development calendar and new hire orientation.	Compliance achieved by 9/30/2020, all new hires will receive this training as part of their onboarding
R 400.8131 (4) Professional development requirements	Need training within 90 days of being hired, completion of Miregistry trainings.	AOD will schedule the training by 9/30/2020. Training will be added to annual/professional development and new hire orientation packets	Compliance achieved by 9/30/2020, all new hires will receive this training as part of their onboarding
R 400.8143 (1) Children's Records	Child information cards were not present for the children in care.	Site director/membership coordinator will have the child information card filled out on site at the time of pick up, copy of the child information card will be kept on file on file in stie directors office. In the future, all component of the child information card will be completed electronically at the time of registration.	Compliance achieved by 9/30/2020.
R 400.8143 (8) Children's Records	The children in care did not have statements from their parents stating they were in good health, with no restrictions and up to date on immunizations.	Site director/membership coordinator will have this statement filled out on site at the time of pick up, copy of the child information card will be kept on file on file in stie directors office. In the future, this statement will be completed electronically at the time of registration.	Compliance achieved by 9/30/2020.

R 400.8146 (3) Information provided to parents	Written documentation that the parents received written information packet was not on file at the child care facility.	Membership coordinator will email electronic version of family handbook to parent/guardians and provide hard copies at the time of pick up. Parents/Guardians must sign acknowledgement at the time of receipt.	Compliance achieved by 09/30/2020
8134 (4) Hand washing guidelines	Guidelines for handwashing was not posted in the hand washing sink above the hand washing sink in the bathroom.	Site director will post handwashing guidelines in licensed bathrooms and monitor that they remain up.	Compliance achieved by 09/30/2020

Sincerely,



Tarah Kline, Licensing Consultant
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