



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 28, 2023

Quintina Pittman
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 Ms. Pittman:

This letter is to advise you that the 04/28/2023 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 400.8131 Professional Development	Ms. Freeman had a log of her professional development and could recall that another child care staff member would have taken the same training but she did not have the required verification.	License designee, Tarra Carson, indicated that the site director was unaware of where the professional development verification is saved. Ms. Carson will show all site directors where the site verification of professional development is kept.	4/26/2023
R 400.8134 Hand Washing	The children use hand sanitizer prior to eating snack, it is required that they wash	All child care staff members will be trained in handwashing procedures and protocols. All club members will wash their	5/31/2023

	their hands in the hand washing sink prior to eating.	hands prior to eating snacks and meals.	
R 400.8143 Children's Record	When reviewing children's files, it was found that some of them did not have a statement from their parent indicating that they are up to date on their immunizations. and that their in good health.	All enrolled children's parents/guardians will be provided with the statement that they are on up to date on their immunizations and that they are in good health to sign and return.	5/31/2023
R 400.8146 Information to Parents	When reviewing the children's files it was found that a couple of them were missing the written documentation from the parent stating that they had received the parent handbook.	The site director will obtain written statement from all parents indicating they have received the parent handbook.	5/31/2023
R 400.8128 Staff; volunteer; tuberculosis	While reviewing the child care staff member files, it was found that two of them did not have documentation of them being free of tuberculosis.	The child care staff members will get copies of their TB test and place them in the files onsite.	5/31/2023

Sincerely,



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