



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 26, 2021

Krystal Hunter  
Boys And Girls Club Of The Muskegon Lakeshore  
PO Box 1018  
Muskegon, MI 49443

RE: License #: DC610392979  
**Oakridge Upper Elementary Boys & Girls Club**  
**481 S Wolf Lake Rd**  
**Muskegon, MI 49442**

Dear Ms. Hunter:

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 04/21/2021, I found six violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8161(5)      Emergency procedures.**
- R 400.8161(6)      Emergency procedures.**
- R 400.8143(1)      Children's records.**
- R 400.8125(5)      Staff and Volunteers.**
- R 400.8128          Health of staff and volunteers.**
- R 400.8110(12)     Licensee.**
- R 400.8131(10)     Professional development requirements**

Due to the violations, you must send us a corrective action plan by 05/16/2021. 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.

<b>During calendar year 2020:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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 616-356-0183. Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Tarah Kline, Licensing Consultant  
Bureau of Community and Health Systems  
2700 Baker St.  
P.O. Box 4290  
Muskegon Heights, MI 49444  
(616) 916-2490

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC610392979
<b>Licensee Name:</b>	Boys And Girls Club Of The Muskegon Lakeshore
<b>Licensee Address:</b>	PO Box 1018 Muskegon, MI 49443
<b>Licensee Telephone #:</b>	(231) 375-5576
<b>Licensee/Designee:</b>	Dakota Crow, Designee
<b>Name of Facility:</b>	Oakridge Upper Elementary Boys & Girls Club
<b>Facility Address:</b>	481 S Wolf Lake Rd Muskegon, MI 49442
<b>Facility Telephone #:</b>	(231) 788-7500
<b>Original Issuance Date:</b>	10/16/2019
<b>Capacity:</b>	50
<b>Age Range:</b>	Ages 9 years Thru 12 years
<b>Program Components:</b>	TRANSPORTATION SCHOOL AGE FOOD SERVICE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/21/2021  
 Date of Environmental Health Inspection: 08/20/2019  
 Date of Fire Safety Inspection: 09/29/2019  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	17	11
No. of staff employed	4	4
No. of volunteers	0	0
No. of children present at time of inspection	10	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	10	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Cafeteria, Room 15, Library, Gym, and office located in the gym  
 Approved Program Director: Kendyl White  
 Approved Central Administrator: Dakota Crow  
 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.**

(12) The following records must be retained and available to the department:

(a) The name, address, and telephone number for each child enrolled and each employee for at least 2 years after the individual leaves the center.

The child care center did not have the name, address, and telephone number for all employees in the file.

**R 400.8125            Staff; volunteer; requirements.**

(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

(a) The individual is aware that abuse and neglect of children is against the law.

(b) The individual has been informed of the center's policies on child abuse and neglect.

(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

The child care center had indication that each staff member had read the staff handbook and the staff handbook does have their policy for abuse and neglect, however; they did not have a written statement indicating that they are aware that abuse and neglect is against the law, that the individual was informed on their policies and that they are require by law to report suspected abuse and neglect.

**R 400.8128                    Staff; volunteer; tuberculosis.**

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours perweek for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

The child care center did not have documentation of one child care staff member's tuberculosis test.

**R 400.8131                    Professional development requirements.**

(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.

There are four child care staff members at the center, only one of the child care staff members have valid first aid and CPR certificates.

**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.

The center did have child information cards for the children enrolled but they were found to be incomplete and missing information.

**R 400.8161                    Emergency procedures.**

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

Ms. White indicated that they are not completing fire drills at this time that the students are enrolled at the school where the center is so they assumed this counted.

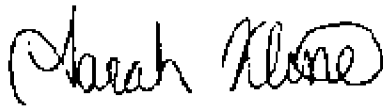
**R 400.8161            Emergency procedures.**

(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. White reported that they have not completed tornado drills with the children in care.

**IV. RECOMMENDATION**

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



04/26/2021

---

Tarah Kline  
Licensing Consultant

Date