



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 25, 2023

Quintina Pittman
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. Pittman:

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 4/24/2023, I found *four* violations. The violations are listed below and explained in the attached report:

R 400.8146(2)	Information provided to parents.
R 400.8143(8)	Children's records.
R 400.8131(11)	Professional development requirements.
R 400.8134(3)(a)	Hand washing.

Due to the violations, you must send us a corrective action plan by 5/15/2023. 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,



Tarah Kline, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30837
 Lansing, MI 48909
 Cell: 616-916-2490
 Fax: 517-763-0217

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC610392979
Licensee Name:	Boys And Girls Club Of The Muskegon Lakeshore
Licensee Address:	PO Box 1018 Muskegon, MI 49443
Licensee Telephone #:	(231) 375-5576
Licensee/Designee:	Quintina Pittman, Designee
Name of Facility:	Oakridge Upper Elementary Boys & Girls Club
Facility Address:	481 S Wolf Lake Rd Muskegon, MI 49442
Facility Telephone #:	(231) 215-5050
Original Issuance Date:	10/16/2019
Capacity:	50
Age Range:	Ages 9 years Thru 12 years
Program Components:	TRANSPORTATION SCHOOL AGE FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/24/2023
 Date of Environmental Health Inspection: 04/11/2023
 Date of Fire Safety Inspection: 03/24/2023
 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	48	10
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	26	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	26	
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, Gym, Office Space
 Approved Program Director: Syndey Freeman
 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 400.8131 Professional development requirements.

(11) Verification of all professional development required by this rule must be kept on file at the center or online at MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.

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.

R 400.8134 Hand washing.

(3) Staff and volunteers shall ensure that children wash their hands at all of the following times:
(a) Before meals, snacks, or food preparation experiences.

The children use hand sanitizer prior to eating snack, it is required that they wash their hands in the hand washing sink prior to eating.

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.
(b) The child's immunizations are up-to-date.
(c) The immunization record or appropriate waiver is on file with the child's school.

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.

REPEAT VIOLATION ESTABLISHED
LSR dated 8/26/2020
Corrective Action Plan dated 9/15/2020

R 400.8146 Information provided to parents.

(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

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.

REPEAT VIOLATION ESTABLISHED
LSR dated 8/26/2020
Corrective Action Plan dated 9/15/2020

R 400.8128 Staff; volunteer; tuberculosis

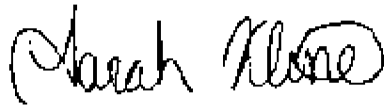
A center shall keep on file at the center evidence to verify each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before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

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.

REPEAT VIOALTION ESTABLISHED
LSR dated 8/26/2020 and 4/26/2021
Corrective Action Plan dated 9/15/2020 and 6/15/2021

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend no change in license status.



4/25/2023

Tarah Kline
Licensing Consultant

Date