



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 3, 2022

Junella Rule
Three Oaks Public School Academy
1212 Kingsley Street
Muskegon, MI 49442

RE: License #: DC610393903

RE: SI LOG #: **Three Oaks Public School Academy
1212 Kingsley Street
Muskegon, MI 49442**

Dear Ms. Rule:

This letter is to advise you that the 04/26/2022 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 400.8112(2) Comprehensive background check; fingerprinting	During my onsite inspection I reviewed three child care staff files, they were missing the consent and disclosure forms.	Ms. Rule will request copies of the consent and disclosure forms from the central office and place them in the files. Going forward all new employees consent and disclosures will be kept on file at the center.	4/6/22
R 400.8125(5) Staff; volunteer; requirements	The child care center did not have a written statement signed and dated by staff indicating that they are aware of abuse and neglect of children is against the law,	Ms. Rule will obtain the required documentation from the child care staff members and place them in the files.	4/15/22

	that they have been informed of the center's policies on child abuse and neglect and that they know they are required by law to immediately report suspected abuse and neglect.		
R 400.8128 Staff; volunteer; tuberculosis	The center did not have documentation that two child care staff members were free of the communicable disease TB.	Ms. Rule will obtain copies of communicable disease documentation from central office and place in file at the center. These will be obtained for new employees and kept on file at the center.	4/15/22
R 400.8143(1) Children's Records	During my onsite inspection I reviewed ten child information cards, seven of them were not complete.	Ms. Rule will review and audit upon receiving child information cards from families.	4/15/22
R 400.8146 (1)(j) Information provided to parents.	When I reviewed the center's handbook it did not include the required information for the licensing notebook listed above.	Ms. Rule request that central office add this documentation into the parent handbook and this is the handbook that will be used going forward.	6/1/22

Sincerely,



Tarah Kline, Licensing Consultant
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