



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 16, 2023

Monecia Vasbinder  
Three Oaks Public School Academy  
1212 Kingsley Street  
Muskegon, MI 49442

RE: License #: DC610393903  
**Three Oaks Public School Academy**  
**1212 Kingsley Street**  
**Muskegon, MI 49442**

Dear Ms. Vasbinder:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/10/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

**R 400.8112                      Comprehensive background check; fingerprinting.**

- (2) An applicant or licensee shall do all of the following:
  - (c) Provide to the department, upon request, a copy of the individual's completed and signed form or forms.

At the renewal inspection in 2022, the child care center did not have copies of the consent and disclosure forms on file. At the interim inspection I followed up to see if they had been placed in the file, one child care staff member was still missing their consent and disclosure.

**REPEAT VIOLATION ESTABLISHED**  
**LSR dated 3/31/2022**  
**Corrective Action Plan dated 4/26/2022**

**R 400.8146 Information provided to parents.**

- (1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:
- (I) Notice of the availability of the center's licensing notebook. The notice must include all of the following:
    - (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
    - (ii) The licensing notebook is available to parents during regular business hours.
    - (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). The website must be in bold print.

At the last renewal inspection I reviewed the parent handbook, it did not have the licensing notebook information included. The corrective action plan stated it would have this verbiage, however; I reviewed the handbook during this interim inspection and it was not included.

**REPEAT VIOLATION ESTABLISHED**  
**LSR dated 3/31/2022**  
**Corrective Action Plan dated 4/26/2022**

Due to the violations, you must send us a corrective action plan by 6/6/2023. 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.

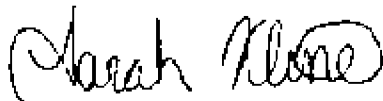
<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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