



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 31, 2022

Junella Rule
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. Rule:

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 03/18/2022, I found five violation(s) listed below and explained in the attached report:

- | | |
|-------------------------|--|
| R 400.8112 | Comprehensive background check; fingerprinting. |
| R 400.8125(5) | Staff and Volunteers. |
| R 400.8128 | Health of staff and volunteers. |
| R 400.8143(1) | Children's records. |
| R 400.8146(1)(j) | Information provided to parents. |

Due to the violations, you must send us a corrective action plan by 4/17/2022. 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.

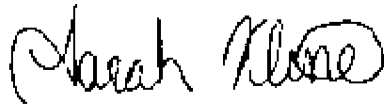
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

During calendar year 2021:	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 30664
 Lansing, MI 48909
 (616) 916-2490

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC610393903
Licensee Name:	Three Oaks Public School Academy
Licensee Address:	1212 Kingsley Street Muskegon, MI 49442
Licensee Telephone #:	(231) 767-3365
Licensee/Designee:	Junella Rule, Designee
Name of Facility:	Three Oaks Public School Academy
Facility Address:	1212 Kingsley Street Muskegon, MI 49442
Facility Telephone #:	(231) 767-3365
Original Issuance Date:	09/19/2019
Capacity:	34
Age Range:	Ages 4 years 0 months Thru 6 years
Program Components:	PRESCHOOL FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/28/2022
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection:
 Date of Lead Hazard Risk Assessment, if applicable: 09/25/2017
 Date of Documentation of Playground Compliance, if applicable: 08/21/2019

		No. of Records Reviewed
No. of children enrolled in care	16	10
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	13	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	12	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Room 122, Gym, Cafeteria
 Approved Program Director: Junella Rule
 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 400.8112 Comprehensive background check; fingerprinting.

- (2) An applicant or licensee shall do all of the following:
 - (b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

During my onsite inspection I reviewed three child care staff files, they were missing the consent and disclosure forms.

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 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, 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.

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 center did not have documentation that two child care staff members were free of the communicable disease TB.

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.

During my onsite inspection I reviewed ten child information cards, seven of them were not complete.

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:

(j) Notice of the availability of the center's licensing notebook. The notice shall include all of the following:

(i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.

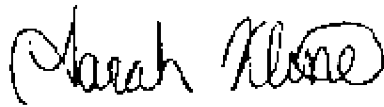
(ii) The licensing notebook is available to parents during regular business hours.

(iii) Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare. The website address must be in bold print.

When I reviewed the center's handbook it did not include the required information for the licensing notebook listed above.

IV. RECOMMENDATION

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



03/31/2022

Tarah Kline
Licensing Consultant

Date