



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 17, 2023

Quintina Pittman
Boys And Girls Club Of The Muskegon Lakeshore
PO Box 1018
Muskegon, MI 49443

RE: License #: DC610400446
Orchard View Middle School Boys & Girls Club
35 South Sheridan
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 4/12/2023, I found *five* violations. The violations are listed below and explained in the attached report:

R 400.8134(3)(a) Hand washing.
R 400.8110(12)(a) Applicant; licensee; licensee designee; requirements.
R 400.8128 Staff; volunteer; tuberculosis.
R 400.8131(11) Professional development requirements.
R 400.8340(3) Food services and nutrition; provided by parents.

Due to the violations, you must send us a corrective action plan by 5/7/2023. 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.

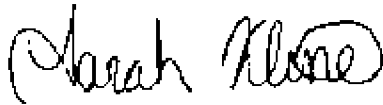
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

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 #: DC610400446

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: Orchard View Middle School Boys & Girls
Club

Facility Address: 35 South Sheridan
Muskegon, MI 49442

Facility Telephone #: (231) 215-5050

Original Issuance Date: 10/16/2019

Capacity: 50

Age Range: Ages 11 years Thru 12 years

Program Components: TRANSPORTATION
SCHOOL AGE
FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/12/2023
 Date of Environmental Health Inspection: 04/10/2023
 Date of Fire Safety Inspection: 03/09/2023
 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	44	10
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	18	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	18	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The library and cafeteria are used for child use space.
 Approved Program Director: C-Jay Frye
 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 400.8110 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.

During my onsite inspection I was able to review records for the three child care staff members, two of the files did not have the name, address, and phone number for the child care staff.

**REPEAT VIOLATION ESTABLISHED
LSR dated 4/16/2021
Corrective Action Plan dated 6/15/2021**

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 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.

During my review of child care staff member files, one of the child care staff members did not have documentation that they were free and clear of the communicable disease tuberculosis.

**REPEAT VIOLATION ESTABLISHED
LSR dated 8/25/2020 and 4/16/2021
Corrective Action Plan dated 11/23/2020 and 6/15/2021**

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.

All child care staff members indicate they have done several hours of training outside of the miregistry trainings that are required, however; verification of these trainings were not on file at the center.

REPEAT VIOLATION ESTABLISHED
LSR dated 4/16/2021
Corrective Action Plan dated 6/15/2021

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.

When I arrived at the child care center the child care staff members were getting the children around for dinner, prior to eating dinner the children did not wash their hands. Mr. Frye indicated that they probably used the hand sanitizer that is up by the food line.

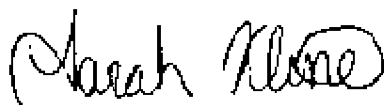
R 400.8340 Food services and nutrition; provided by parents.

- (3) Breast milk, formula, milk, other beverages, and food furnished in a same-day supply must be covered and labeled with the child's first and last name and the date.

The children in care had a variety of water bottles that they use. The bottles were not labeled with the child's first and last names.

IV. RECOMMENDATION

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



4/17/2023

Tarah Kline
Licensing Consultant

Date