



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 28, 2023

Carol House  
Milford Cooperative Nursery School  
525 Hickory St  
Milford, MI 48381

RE: License #: DC630016691

RE: SI LOG #: Milford Cooperative Preschool  
525 Hickory St  
Milford, MI 48381

Dear Ms. House:

This letter is to advise you that the 04/28/2023 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
R400.8110	Child Care Staff members (CCSM) and volunteers have not maintained accurate daily attendance records with arrival and departure times. Ms. House confirmed an attendance record for parent volunteers and staff have not been established.	Staff and volunteers will sign in and out daily.	4.28.23
R400.8112	Eight individuals were still connected to the license who no longer have affiliation with the child care facility.	Staff no longer employed, or volunteering will be disconnected and moving forward disconnected immediately.	4.28.23

<b>R400.8122</b>	Credentials for CCSM, N.V. could not be verified as her transcript was not on file to determine eligibility to be a lead caregiver.	Staff member N.V. will turn in transcripts immediately upon receipt and moving forward, transcripts will be on file at the time of qualification.	4.28.23
<b>R400.8125</b>	As co-op program family members are required to sign up as supervised volunteers. None of the supervised volunteers (over 25) had a PSOR clearance on file.	A PSOR will be ran on all parent volunteers by	5.5.23
<b>R400.8125</b>	The facility did not have a written policy with the PSOR statement required by this rule.	A screening policy will be developed regarding the PSOR statement	5.1.23
<b>R400.8131</b>	CCSM, M.W. did not have First Aid/CPR on file or training within 90 days of employment.	Staff will be trained in first aid and CPR within 90 days of being hired. All staff (in need) will have training by...	5.19.23
<b>R400.8131</b>	The health and safety refresher for 2021 was not completed by CCSM C.H. and the 2022 was not completed by CCSM N.V.	Refresher course will be completed on time within 6 months of notification.	4.28.23
<b>R400.8143</b>	Accurate daily attendance was not maintained. I observed 18 children present, however, only 15 children were signed in.	I will maintain accurate daily attendance records for children.	4.28.23
<b>R400.8530</b>	Combustible materials were stored in the central heating plant. I observed an aerosol can, a wood chair and multiple rubber and plastic objects.	Combustible materials will be removed from the heating room by...	5.1.23

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "RaSheeda Mitchell".

RaSheeda Mitchell, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(248) 762-1915