



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

August 1, 2023

Tracy Shanley
City Of Huntington Woods
Parks And Recreation
26325 Scotia
Huntington Woods, MI 48070

RE: License #: DC630018154
**Huntington Woods Cdc/Latch Key
Parks And Recreation
26325 Scotia
Huntington Woods, MI 48070**

Dear Ms. Shanley:

This letter is a follow-up to the Department’s findings regarding the interim inspection conducted at your center on 05/24/2023. 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 400.8125	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.

During onsite inspection on 05/24/2023, child care staff, (J.G.), did not have on file, a written statement signed and dated indicating that they are aware that child abuse and neglect of children is against the law, has been informed of the center's policies on child abuse and neglect and that they are required by law to immediately report suspected abuse and neglect to children's protective services.

R 400.8131

Professional development requirements.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.

On 05/24/2023, child care staff member, (E.O.), hired in August of 2021, had no documentation of completing health and safety refresher 2022 training within six months of the publishing notice.

R 400.8131

Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:
 (a) Administration of medication.

On 05/24/2023, I reviewed training records of six child care staff. Six of the child care staff members, within ninety days of being hired, had not completed training for administration of medication.

REPEAT VIOLATION ESTABLISHED
LSR Dated 03/18/2022
Corrective Action Plan Dated 03/16/2022

REPEAT VIOLATION ESTABLISHED
LSR Dated 04/21/2021
Corrective Action Plan Dated 04/21/2021

R 400.8131	Professional development requirements.
	<p>(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:</p> <p>(b) Prevention of and response to emergencies due to food and allergic reactions.</p>
<p>On 05/24/2023, I reviewed training records of six child care staff. Six of the child care staff members, within ninety days of being hired, had not completed training in administration of medication.</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 03/18/2022 Corrective Action Plan Dated 03/16/2022</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 04/21/2021 Corrective Action Plan Dated 04/21/2021</p>	
R 400.8131	Professional development requirements.
	<p>(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:</p> <p>(c) Building and physical premises safety.</p>
<p>On 05/24/2023, I reviewed training records of six child care staff. Six of the child care staff members, within ninety days of being hired, had not completed training in building and physical premises safety.</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 03/18/2022 Corrective Action Plan Dated 03/16/2022</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 04/21/2021</p>	

Corrective Action Plan Dated 04/21/2021	
R 400.8131	Professional development requirements.
	(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry: (d) Emergency preparedness and response planning.
<p>On 05/24/2023, I reviewed training records of six child care staff. Six of the child care staff members, within ninety days of being hired, had not completed training in emergency preparedness and response planning.</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 03/18/2022 Corrective Action Plan Dated 03/16/2022</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 04/21/2021 Corrective Action Plan Dated 04/21/2021</p>	
R 400.8131	Professional development requirements.
	(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry: (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
<p>On 05/24/2023, I reviewed training records of six child care staff. Six of the child care staff members, within ninety days of being hired, had not completed training in handling and storage of hazardous materials and appropriate disposal of bio-contaminants.</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 03/18/2022 Corrective Action Plan Dated 03/16/2022</p>	

<p>REPEAT VIOLATION ESTABLISHED LSR Dated 04/21/2021 Corrective Action Plan Dated 04/21/2021</p>	
R 400.8131	Professional development requirements.
	<p>(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:</p> <p>(f) Precautions in transporting children, if applicable.</p>
<p>On 05/24/2023, I reviewed training records of six child care staff. Six of the child care staff members, within ninety days of being hired, had not completed training in precautions in transporting children.</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 03/18/2022 Corrective Action Plan Dated 03/16/2022</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 04/21/2021 Corrective Action Plan Dated 04/21/2021</p>	
R 400.8131	Professional development requirements.
	<p>(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:</p> <p>(g) Child development.</p>
<p>On 05/24/2023, I reviewed training records of six child care staff. Six of the child care staff members, within ninety days of being hired, had not completed training in child development.</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 03/18/2022</p>	

<p>Corrective Action Plan Dated 03/16/2022</p> <p>REPEAT VIOLATION ESTABLISHED</p> <p>LSR Dated 04/21/2021</p> <p>Corrective Action Plan Dated 04/21/2021</p>	
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.
<p>On 05/24/2023, during the on-site inspection, twenty-six child information cards were reviewed. The twenty-six child information cards reviewed were missing admission dates. Three child information cards reviewed were missing parent signatures.</p>	
R 400.8143	Children's records.
	(11) A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
<p>On 05/24/2023, I reviewed the day's daily attendance records of the preschool classroom and pre-k classroom. Both classrooms daily attendance record did not document each child's arrival time.</p>	
R 400.8380	Maintenance of premises.
	(5) There must be no flaking or deteriorating paint on interior and exterior surfaces or on equipment accessible to children.

On 05/24/2023, there were four cement tunnels on the outdoor playground space. All four of the cement tunnels, had flaking and deteriorating paint, accessible to children.

REPEAT VIOLATION ESTABLISHED
LSR Dated 03/16/2022
Corrective Action Plan Dated 03/16/2022

On 05/24/2023, you gave us an acceptable written corrective action plan.

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

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,



Renee' Erve, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
313-391-0770