



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 26, 2023

Kathi Luthe  
West Bloomfield School District  
5810 Commerce Road  
West Bloomfield, MI 48324

RE: License #: DC630018516  
**Scotch Elementary School**  
**5959 Commerce Rd**  
**West Bloomfield, MI 48324**

Dear Ms. Luthe:

This letter is to advise you that the 05/26/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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         |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| R 400.8131 (3)<br>Professional development requirements. | One of the five child care staff members was not trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before caring for children.<br><br>Child care staff member L.K. was hired in 2019 and completed the training on 05/03/2023. | Child care staff member L.K. completed the training on 05/03/2023.<br><br>Newly hired staff will complete the Health and Safety 1 and 2 training prior to work. Coordinators will monitor MiRegistry to ensure completion. | 05/03/2023<br><br>04/27/2023 |

|                                                              |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                   |                                     |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| R 400.8131 (5) (c)<br>Professional development requirements. | <p>One of the five child care staff members did not complete building and physical premises safety training within 90 days of being hired.</p> <p>Child care staff member L.K. was hired in 2019 and completed the training on 05/03/2023.</p>                                                    | <p>Child care staff member L.K. completed the training on 05/03/2023.</p> <p>Newly hired staff will complete the Health and Safety 1 and 2 training prior to work. Coordinators will monitor MiRegistry to ensure completion.</p> | <p>05/03/2023</p> <p>04/27/2023</p> |
| R 400.8131 (5) (d)<br>Professional development requirements. | <p>One of the five child care staff members did not complete emergency preparedness and response planning training within 90 days of being hired.</p> <p>Child care staff member L.K. was hired in 2019 and completed the training on 05/03/2023.</p>                                             | <p>Child care staff member L.K. completed the training on 05/03/2023.</p> <p>Newly hired staff will complete the Health and Safety 1 and 2 training prior to work. Coordinators will monitor MiRegistry to ensure completion.</p> | <p>05/03/2023</p> <p>04/27/2023</p> |
| R 400.8131 (5) (e)<br>Professional development requirements. | <p>One of the five child care staff members did not complete handling and storage of hazardous materials and appropriate disposal of bio-contaminants training within 90 days of being hired.</p> <p>Child care staff member L.K. was hired in 2019 and completed the training on 05/03/2023.</p> | <p>Child care staff member L.K. completed the training on 05/03/2023.</p> <p>Newly hired staff will complete the Health and Safety 1 and 2 training prior to work. Coordinators will monitor MiRegistry to ensure completion.</p> | <p>05/03/2023</p> <p>04/27/2023</p> |

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

A 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, appearing to read "Alicia Wiggins".

Alicia Wiggins, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30837  
Lansing, MI 48909  
(248) 369-7892