



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 30, 2023

Sarah McDowell
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. McDowell:

This letter is to advise you that the 08/27/2023 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
MCL 722.115n (16) Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department	As of today, our records indicate that the following individuals have not completed the comprehensive background check: E.V., F.R., J.O., T.T., K.L., R.T., and C.G. are connected to Scotch Elementary School. J.O., T.T., K.L., R.T., and C.G.'s eligibility expired on 07/20/2023. E.V.	I agree to do all of the following if I have not already done so: - Schedule all fingerprint appointments through the CCBC system - Have all eligibility renewal fingerprints completed. I agree to connect or disconnect individuals in the CCBC system once I receive the eligibility notice.	08/10/2023

	and F.R.'s eligibility expired on 08/15/2023.	If I get notice that an individual is found ineligible in the CCBC system, I agree to immediately disconnect them. I understand that an individual found ineligible may not be associated as a household member or staff with my facility. I understand that the department may seek disciplinary action against my child care license in the form of a revocation and/or summary suspension with revocation if I continue to allow an individual found ineligible to be associated with my child care license. I understand that if I fail to complete, return and/or comply with this Corrective Action Plan or request for Voluntary Closure, the department will begin the process of revoking my child care license. F.R. no longer works at the facility and was disconnected from CCBC. E.V. is connected to West Bloomfield Community Education. J.O. will be connected to all sites. T.T. was sent the consent and disclosure form and will schedule fingerprints.	08/10/2023 08/10/2023 09/08/2023 09/08/2023
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		K.L., R.T., and C.G. have been found eligible and are connected to Scotch Elementary School.	08/10/2023
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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,



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