



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

04/02/2024

Sarah McDowell
Scotch Elementary School
5959 Commerce Rd
West Bloomfield, MI 48324

License Number: DC630018516

Dear Ms. McDowell,

This letter is to advise you that the 04/01/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Inspection, 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 400.8112(1)(c)	One of five child care staff members (CCSM) was not determined eligible prior to having unsupervised contact with children. CCSM was hired on 07/20/2023 and she was determined eligible on 03/06/2024.	The child care staff member was determined eligible on 03/06/2024. Moving forward, we will continue to actively check CCBC to be sure that all of our staff are updated as eligible prior to having unsupervised contact with children.	03/06/2024
R 400.8122(2)	There is no lead caregiver in Room 20.	A lead caregiver for room 20 was hired on 04/01/2024.	04/01/2024
R 400.8125(5)	One of five CCSMs did not sign the abuse and neglect statement at the time of hiring. CCSM I.J. was hired on 09/12/2022 and she signed the abuse and	Child care staff member I.J signed her abuse and neglect statement. Moving forward, our abuse and neglect	03/01/2024

	neglect statement on 03/01/2024.	statement will be signed by staff upon hire.	
R 400.8131(4)	One of five CCSMs did not complete prevention and control of infectious disease training, including immunizations, before having unsupervised contact with children. CCSM A.B. was hired on 08/25/2022 and she has not completed the training.	Child care staff member A.B. will complete the prevention and control of infectious disease training by 04/02/2024. Administration will ensure that staff complete this training upon hire.	04/02/2024
R 400.8131(5)(a)	One of five CCSMs did not complete administration of medication training within 90 days of being hired. CCSM A.B. was hired on 08/25/2022 and she has not completed the training.	Child care staff member A.B. will complete administration of medication training by 04/02/2024. Administration will ensure that staff complete this training within 90 days of being hired.	04/02/2024
R 400.8131(5)(b)	One of five CCSMs did not complete prevention of and response to emergencies due to food and allergic reactions training within 90 days of being hired. CCSM A.B. was hired on 08/25/2022 and she has not completed the training.	Child care staff member A.B. will complete prevention of and response to emergencies due to food and allergic reactions training by 04/02/2024. Administration will ensure that staff complete this training within 90 days of being hired.	04/02/2024
R 400.8131(5)(g)	One of five CCSMs did not complete child development training within 90 days of being hired. CCSM A.B. was hired on 08/25/2022 and she has not completed the training.	Child care staff member A.B. will complete the 90 day training by 04/02/2024. Administration will ensure that staff complete the training within 90 days of being hired.	04/02/2024

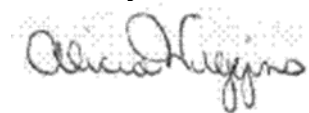
R 400.8161(5)	Fire drills were not completed at least once per quarter in 2023. In Room 20 and in Room 21, one fire drill was completed on 09/26/2023.	Fire drills will be scheduled in advanced each year to meet licensing requirements.	04/01/2024
R 400.8161(6)	At least two tornado drills were not completed between March and November 2023. In Room 20, one tornado drill was completed on 12/12/2023. There were no tornado drills completed in 2023 in Room 21.	Tornado drills will be scheduled in advanced each year to meet licensing requirements.	04/01/2024

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 Alicia Wiggins at (248) 369-7892 or wigginsa@michigan.gov. In the event that Alicia Wiggins is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at (517) 284-9730.

Sincerely,



Alicia Wiggins, Licensing Consultant