



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 5, 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 Kathi Luthe:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/03/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the on-site inspection, I reviewed children's records and child care staff members' records. I observed children in care engaged in a variety of developmentally appropriate activities, including playing with play doh, Legos, and sand table. I observed large group time which included singing and a baby picture activity. I also observed toileting, hand washing, meal service, and nap time. The child care staff members' interactions with the children were positive and nurturing. They were attentive to the children's needs.

The violations that were found are:

R 400.8131 Professional development requirements.

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

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.

Child care staff member L.K. was hired in 2019 and completed the training on 05/03/2023.

REPEAT VIOLATION ESTABLISHED
LSR Report dated 02/25/2022
Corrective Action Plan dated 02/24/2022

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:

(c) Building and physical premises safety.

One of the five child care staff members did not complete building and physical premises safety training within 90 days of being hired.

Child care staff member L.K. was hired in 2019 and completed the training on 05/03/2023.

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.

One of the five child care staff members did not complete emergency preparedness and response planning training within 90 days of being hired.

Child care staff member L.K. was hired in 2019 and completed the training on 05/03/2023.

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.

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.

Child care staff member L.K. was hired in 2019 and completed the training on 05/03/2023.

Technical Assistance and Consultation were provided for the following:

- Date of admission must be written on child information cards
- Arrival and departure times on children's attendance sheets
- CCBC connection/disconnection process

Due to the violations, you must send us a corrective action plan by 05/25/2023. You can use our corrective action plan form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	3
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,

A handwritten signature in black ink, appearing to read "Alicia Wiggins". The signature is fluid and cursive, with the first name "Alicia" being more prominent than the last name "Wiggins".

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