



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

May 19, 2022

Dawn Wyatt  
Troy School District  
1522 East Big Beaver Road  
Troy, MI 48083

RE: License #: DC630018858

RE: SI LOG #: **Bemis School**  
**3571 Northfield Parkway**  
**Troy, MI 48084**

Dear Mrs. Wyatt:

This letter is to advise you that the 05/19/2022 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
R 400.8110 (4) Applicant; licensee; licensee designee; requirements.	The center did not have the renewal report dated 12/03/2020 in the licensing notebook.	Add 12/3/2020 renewal to the licensing notebook. Multi-site supervisor will confirm that this report and future reports are placed in the notebook.	
R 400.8116 (2) Multi-site school-age program director.	The center did not have the documentation of the multi-site program director's weekly visits.	Multi-site school-age program director will ensure that she visits the center weekly and record those visits in a log. Missing logs were in multi-site supervisor's car.	
R 400.8119 (5) Site supervisor;	The center did not have the site supervisor's qualifications on file.	Coordinator will add site supervisors' qualifications to the licensing binder.	

qualifications; responsibilities.			
R 400.8161 (2) Emergency procedures.	The center did not have a plan for how each child with special needs will be accommodated during each type of emergency.	Multi-site supervisor will ensure emergency procedures including those for special needs are added to the tri-fold.	
R 400.8161 (2) Emergency procedures.	The center did not have a plan for how children with chronic medical conditions will be accommodated during each type of emergency.	Multi-site supervisor will ensure emergency procedures including those for chronic medical conditions are added to the tri-fold.	
R 400.8161 (5) Emergency procedures.	The center did not complete the required fire drill in the first quarter of 2021.	Multi-site supervisor to oversee that all fire drills will be performed quarterly.	

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,



Thomasa Bond, Licensing Consultant  
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