



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 30, 2023

Lynn McKim
Huron Valley Schools
2029 N. Milford Rd
Highland, MI 48357

RE: License #: DC630019715

RE: SI LOG #: **Oxbow School Age Care**
100 Oxbow Lk Rd
White Lake, MI 48386

Dear Ms. McKim:

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 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(6) Applicant; licensee; licensee designee; requirements.	The center did not maintain accurate daily attendance for the child care staff members. Two staff were not signed out on 04/13/2023 and staff were not signed in am or pm on 04/14/2023.	Daily attendance will be recorded as expected; staff will be re-trained.	05/26/2023
R 400.8113 (13) Program director qualifications; responsibilities.	The center did not have the program director's qualifications on file.	Program director qualifications will be re-sent to Oxbow.	05/24/2023

R 400.8116 (2) Multi-site school-age program director.	The program director is not completing one session per week and he is not spending one full session at the centers.	Re are re-assessing an seeking new solutions after speaking with our licensing consultant for multisite program director options.	05/24/2023
R 400.8125 (5) Staff; volunteer; requirements.	The signed child abuse and neglect statement did not have the above statements included.	The abuse and neglect statement will be updated and re-signed by all staff.	05/26/2023
R 400.8131 (10) Professional development requirements.	One child care staff member did not have CPR.	The staff member has taken and successfully passed CPR.	05/24/2023
R 400.8131 (3) Professional development requirements.	One child care staff member did not complete the H&S training.	The staff member has completed H&S training now.	05/24/2023
R 400.8131 (4) Professional development requirements.	One child care staff member did not complete the H&S training.	The staff member has completed H&S training now.	05/24/2023
R 400.8131 (5) Professional development requirements.	One child care staff member did not complete the H&S training.	The staff member has completed H&S training now.	05/24/2023
R 400.8143 (1) Children's records.	Four child information cards were reviewed and all were incomplete.	Staff will be re-trained about expectations and all requirements of children's records. Incomplete cards will be completed.	05/26/2023
R 400.8161(5) Emergency procedures.	The center did not complete the required fire drills in 2022.	All emergency drills will be completed as required and all staff retrained.	05/26/2023
R 400.8161 (6) Emergency procedures.	The center did not complete the required tornado drills in 2022.	All emergency drills will be completed as required and all staff retrained.	05/26/2023

R 400.8173 (2) Equipment.	The center did not have the current recall list posted.	The center will post the current recall list as required.	05/26/2023
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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,



Thomasa Bond, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(248) 860-2439