



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

May 3, 2023

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

RE: License #: DC630019715  
**Oxbow School Age Care**  
**100 Oxbow Lk Rd**  
**White Lake, MI 48386**

Dear Ms. McKim:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 04/14/2023, I found 12 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

<b>R 400.8110</b>	<b>Applicant; licensee; licensee designee; requirements.</b>
<b>R 400.8113</b>	<b>Program director qualifications; responsibilities.</b>
<b>R 400.8116</b>	<b>Multi-site school-age program director.</b>
<b>R 400.8125</b>	<b>Staff; volunteer; requirements.</b>
<b>R 400.8131</b>	<b>Professional development requirements.</b>
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<b>R 400.8143</b>	<b>Children's records.</b>
<b>R 400.8161</b>	<b>Emergency procedures.</b>
<b>R 400.8161</b>	<b>Emergency procedures.</b>
<b>R 400.8173</b>	<b>Equipment.</b>

Due to the violations, you must send us a corrective action plan by 05/26/2023. 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.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,



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

Enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC630019715
<b>Licensee Name:</b>	Huron Valley Schools
<b>Licensee Address:</b>	2029 N. Milford Rd Highland, MI 48357
<b>Licensee Telephone #:</b>	(248) 676-8457
<b>Licensee/Designee:</b>	Lynn McKim, Designee
<b>Name of Facility:</b>	Oxbow School Age Care
<b>Facility Address:</b>	100 Oxbow Lk Rd White Lake, MI 48386
<b>Facility Telephone #:</b>	(248) 889-6575
<b>Original Issuance Date:</b>	
<b>Capacity:</b>	40
<b>Age Range:</b>	Ages 4 years 9 months Thru 12 years
<b>Program Components:</b>	SCHOOL AGE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/14/2023  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 03/10/2023  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed	
No. of children enrolled in care	66	4	4
No. of staff employed	4	4	4
No. of volunteers	0	0	0
No. of children present at time of inspection	4		
No. of staff present at time of inspection	4		
No. of volunteers present at time of inspection	0		
No. of children interviewed/observed	4		
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>	
	Program Director	<input type="checkbox"/>	
	Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Cafeteria  
 Approved Program Director: Alexander Rickens  
 Approved Central Administrator: none  
 Approved Variances: none  
 Key Indicator Inspection: no

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

<b>R 400.8110</b>	<b>Applicant; licensee; licensee designee; requirements.</b>
	(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.
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.	
<b>R 400.8113</b>	<b>Program director qualifications; responsibilities.</b>
	(13) Verification of the education, credentials, and experience of the program director must be kept on file at the center or made available online at MiRegistry.
The center did not have the program director's qualifications on file.	
<b>R 400.8116</b>	<b>Multi-site school-age program director.</b>
	(2) The multi-site school-age program director shall be at each site a minimum of 1 session per week and maintain written documentation of site visits, including dates and times.
The program director is not completing one session per week and he is not spending one full session at the centers.	
<b>R 400.8125</b>	<b>Staff; volunteer; requirements.</b>
	(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information: (a) The individual is aware that abuse and neglect of children is against the law. (b) The individual has been informed of the center's policies on child abuse and neglect.
The signed child abuse and neglect statement did not have the above statements included.	
<b>R 400.8131</b>	<b>Professional development requirements.</b>
	(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care

	center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.
One child care staff member did not have CPR.	
<b>R 400.8131</b>	<b>Professional development requirements.</b>
	(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 child care staff member did not complete the H&S training.	
<b>R 400.8131</b>	<b>Professional development requirements.</b>
	(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.
One child care staff member did not complete the H&S training.	
<b>R 400.8131</b>	<b>Professional development requirements.</b>
	(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: (a) Administration of medication. (b) Prevention of and response to emergencies due to food and allergic reactions. (c) Building and physical premises safety. (d) Emergency preparedness and response planning. (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants. (f) Precautions in transporting children, if applicable. (g) Child development.

One child care staff member did not complete the H&S training.	
<b>R 400.8143</b>	<b>Children's records.</b>
	(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.
Four child information cards were reviewed and all were incomplete.	
<b>R 400.8161</b>	<b>Emergency procedures.</b>
	(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.
The center did not complete the required fire drills in 2022.	
<b>R 400.8161</b>	<b>Emergency procedures.</b>
	(6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.
The center did not complete the required tornado drills in 2022.	
<b>R 400.8173</b>	<b>Equipment.</b>
	(2) The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.
The center did not have the current recall list posted.	

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.

*Thomasa Bond*

05/03/2023

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Thomasa Bond  
Licensing Consultant

Date