



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

March 24, 2022

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

RE: License #: DC630021481

RE: SI LOG #: **Highland School Age Child Care
300 Livingston Road
Highland, MI 48357**

Dear Ms. McKim:

This letter is to advise you that the 03/21/2022 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 2021 interim report, CAP, and CAP approval letter in the licensing notebook.	Licensing notebook has been updated with 2021 interim report and cap approval.	03/21/2022
R 400.8116 (2) Multi-site school- age program director.	The program director has not visited the center.	Program director added visit dates and times to visit log for 2021-22 school year. Documentation is current.	03/21/2022
R 400.8125 (4) Staff; volunteer; requirements.	The center's volunteer screening policy did not	The parent board has been updated to include the center's	03/21/2022

	include the PSOR statement.	volunteer policy that includes the PSOR statement.	
R 400.8143 (1) Children's records	Ten child information cards were reviewed and seven were missing one or more of the following: doctor's information, special needs, allergies, special instructions, other release person, and parent employment information.	Each program emergency card has been reviewed. Cards missing information will be corrected ASAP.	03/21/2022
R 400.8146(1) (l) Information provided to parents.	The licensing notebook statement is not updated.	The licensing notebook statement has been updated and filed.	03/21/2022
R 400.8146(1) (l) Information provided to parents.	The licensing notebook statement is not updated.	The licensing notebook statement has been updated and filed.	03/21/2022
R 400.8161 (1) (d) Emergency procedures	The center did not have written serious and accident procedures.	Serious and accident procedures are established.	03/21/2022
R 400.8161 (2) (b) Emergency procedures	The center did not have a plan for safely moving children to a relocation site.	Relocation plan has been established.	03/21/2022
R 400.8161 (8) Emergency procedures	The staff were not trained on the emergency procedures at least twice a year in 2020 and 2021. They were trained once in each year.	Staff will be trained in emergency procedures at least twice per year. Training will be documented.	03/21/2022

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,

A handwritten signature in cursive script that reads "Thomasa Bond".

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