



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 3, 2023

Judith Scott
Walled Lake Consolidated Schools
850 Ladd Road
Walled Lake, MI 48390

License #: DC630021852

Hickory Woods Prime Time Care
30655 Novi Road
Novi, MI 48377

Dear Ms. Scott:

This letter is to advise you that the 06/22/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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 400.8112(2)(b) Comprehensive background check; fingerprinting.	When reviewing staff files on 5/23/2023, child care staff member, S.B., did not maintain completed and signed child care background consent and disclosure forms on file at the child care site.	Licensee designee, Judith Scott, stated that a copy was sent to the Hickory Woods site. Once people are hired, the forms will be sent to the proper school to be on file with the Prime Time Care Office.	6/22/2023
R 400.8131(10) Professional development requirements.	On 5/23/2023, when reviewing professional development requirements for child care staff member, B.B., (hired 12/12/2022),	Licensee designee, Judith Scott, stated that child care staff member, B.B., is receiving cpr/ first aid training, June 16, 2023. On 6/22/23 Ms. Scott submitted	6/16/2023

	did not have a valid first aid and cpr certificate retained on file at the center.	a valid certificate of completion from the American Red Cross, valid until 6/16/2025.	
R 400.8131(3) Professional development requirements.	On 5/23/23, when reviewing professional development requirements for child care staff member L.H., (hired 9/1/2022), before caring for children, had not been trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.	Licensee designee, Judith Scott, stated that child care staff member, L.H., was hired 9/4/2022 and has completed the Health and Safety for Licensed Child Care Providers, Module A. Ms. Scott on 6/22/23, also submitted a certificate of completion of Health and Safety for Licensed Child Care Providers for Module A from Michigan Virtual, which covers the required training course.	Health and Safety Module A was completed 6/14/2023.
R 400.8131(4) Professional development requirements.	On 5/23/23, when reviewing professional development requirements for child care staff member L.H., (hired 9/1/2022), documentation was not on file documenting before unsupervised contact with children, completion of training in prevention and control of infectious disease, including immunizations.	Licensee designee, Judith Scott, stated that child care staff member, L.H., hired 9/4/2022, completed training on October 12, 2022 via district requirement-Blood Borne Pathogens, and is now on file at Hickory Woods. In addition, Ms. Scott, submitted certificates of completion of Health and Safety for Licensed Child Care Providers, Module A, which covers completion of required training.	Health and Safety Module A was completed 6/14/2023.
R 400.8131(5) Professional development requirements.	On 5/23/23, when reviewing professional development requirements for child care staff member L.H., (hired 9/1/2022), documentation was not on file documenting within ninety days of being hired, had completed the required trainings, (a)-(g).	Licensee designee, Judith Scott, stated that child care staff member, L.H., was hired 9/4/2022 and has completed the Health and Safety for Licensed Child Care Providers, Modules A, B, and C. Ms. Scott on 6/22/23, also submitted a certificates of completion of Health and Safety for Licensed Child Care Providers for Modules A, B, and C, from Michigan Virtual, which	Health and Safety Module A & B was completed 6/14/2023. Health and Safety Module C was

		covers the required training courses.	completed 6/15/2023.
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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,



Renee' Erve, Licensing Consultant
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