



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 6, 2023

Kathi Luthe and Cherita Gough
West Bloomfield School District
5810 Commerce Road
West Bloomfield, MI 48324

RE: License #: DC630067478
Gretchko Elementary School
5300 Greer
West Bloomfield, MI 48324

Dear Ms. Luthe and Ms. Gough:

This letter is to advise you that the 04/05/2023 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 400.8131 (3) Professional development requirements	One of the six child care staff members has not been trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. Child care staff member (P.S.) was hired in 2018 and she has not completed the training.	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates a MiRegistry account and completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2. Going forward, administration will verify that all required trainings are completed or completed within the given timeframe by checking into MiRegistry monthly.	02/19/2023

R 400.8131 (4) Professional development requirements	One of the six child care staff members has not completed prevention and control of infectious disease training, including immunizations. Child care staff member (P.S.) was hired in 2018 and she has not completed the training.	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates a MiRegistry account and completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2. Going forward, administration will verify that all required trainings are completed or completed within the given timeframe by checking into MiRegistry monthly.	02/19/2023
R 400.8131 (5) (a) Professional development requirements	One of the six child care staff members did not complete administration of medication training within 90 days of being hired. Child care staff member (P.S.) was hired in 2018 and she has not completed the training.	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates a MiRegistry account and completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2. Going forward, administration will verify that all required trainings are completed or completed within the given timeframe by checking into MiRegistry monthly.	02/19/2023
R 400.8131 (5) (b) Professional development requirements	One of the six child care staff members did not complete prevention of and response to emergencies due to food and allergic reactions training within 90 days of being hired. Child care staff member (P.S.) was hired in 2018 and she has not completed the training.	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates a MiRegistry account and completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2. Going forward, administration will verify that all required trainings are completed or completed within the given timeframe by	02/19/2023

		checking into MiRegistry monthly.	
R 400.8131 (5) (c) Professional development requirements	One of the six child care staff members did not complete building and physical premises safety training within 90 days of being hired. Child care staff member (P.S.) was hired in 2018 and she has not completed the training.	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates a MiRegistry account and completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2. Going forward, administration will verify that all required trainings are completed or completed within the given timeframe by checking into MiRegistry monthly.	02/19/2023
R 400.8131 (5) (d) Professional development requirements	One of the six child care staff members did not complete emergency preparedness and response planning training within 90 days of being hired. Child care staff member (P.S.) was hired in 2018 and she has not completed the training.	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates a MiRegistry account and completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2. Going forward, administration will verify that all required trainings are completed or completed within the given timeframe by checking into MiRegistry monthly.	02/19/2023
R 400.8131 (5) (e) Professional development requirements	One of the six child care staff members did not complete handling and storage of hazardous materials and appropriate disposal of bio-contaminants training within 90 days of being hired. Child care staff member (P.S.) was hired in 2018	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates a MiRegistry account and completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2. Going forward, administration will verify that all required trainings are completed or completed	02/19/2023

	and she has not completed the training.	within the given timeframe by checking into MiRegistry monthly.	
R 400.8131 (5) (g) Professional development requirements	One of the six child care staff members did not complete child development training within 90 days of being hired. Child care staff member (P.S.) was hired in 2018 and she has not completed the training.	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates a MiRegistry account and completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2. Going forward, administration will verify that all required trainings are completed or completed within the given timeframe by checking into MiRegistry monthly.	02/19/2023
R 400.8131 (12) Professional development requirements	One of the six child care staff members (P.S.) did not complete MiRegistry Refresher training in 2022 and 2021.	Staff member (P.S.) has been instructed that she cannot substitute in the program until she creates an MiRegistry account, completes Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2, and MiRegistry Refresher training for 2021 and 2022. Going forward, administration will verify that all required trainings are completed or completed within the given timeframe by checking into MiRegistry monthly.	02/23/2023
R 400.8143 (8) (a), (b), (c) Children's records.	Five school-age children's files were reviewed. One of the five school-age children's files did not contain a signed statement from a school-age child's parent confirming all of the following:	The family with missing contract portion was contacted on 02/04/2023 and made aware of the missing portion. The family was not allowed to use Kids Klub until their contract was reviewed by administrative assistant on 02/06/2023.	02/06/2023

	(a) The child is in good health with activity restrictions noted. (b) The child's immunizations are up-to-date. (c) The immunization record or appropriate waiver is on file with the child's school.	Going forward, staff will check child's account prior to first day of school and contact family of needed documentation before being allowed to start. A hard copy of the contract will be printed for program.	
R 400.8152 (2) Medication; administrative procedures.	For the school-age program, there was no written permission from a parent for one child's Diazepam. For the preschool program, there was no written permission from a parent for one child's epi-pen.	Families with missing consent were contacted on 02/04/2023 and were informed that their signatures were missing on the medication authorization forms. Signatures would be captured the next time the child attended the program upon entry. Both preschool staff and Kids Klub staff will have families sign form. Going forward, before medication can be left or administered, paperwork will be sent directly to, or hand delivered to families.	02/04/2023
R 400.8152 (4) Medication; administrative procedures.	For the school-age program, one child's epi-pen was not in its original container with the pharmacy label indicating the physician's name, child's first and last name, instructions, name, and strength of the medication. For the preschool program, one child's Auvi-Q was not in its original container with the pharmacy label indicating the physician's name, child's first and last name, instructions, name, and strength of the medication.	Families with medication were contacted on 02/04/2023 and were informed that the medication that their child needed was missing the correct label with original container, pharmacy label, physician name, and child's first and last name, as well as the strength/ dosage. Families will get the medication replaced and bring container for compliance. Both preschool staff and Kids Klub staff will have families give them the original container with the above needed documentation.	02/04/2023

		Going forward, staff will ensure all medication left in their possession will be in the original container with child's name, dosage, and exact labeling of medication name on the form.	
R 400.8152 (5) Medication; administrative procedures.	For the preschool program, one child's epi-pen expired in September 2022 and her Auvi-Q expired in September 2020.	The family was made aware of expired medication and was given the medication back for disposal. Preschool staff gave back medication directly upon notice of violation on 02/05/2023. Parent Handbook will be updated to state disposal of medication when expired. Going forward, staff will review contents of first aid and medication to verify expiration date.	02/05/2023
R 400.8380 (4) Maintenance of premises.	There are tiles in the boys' bathroom that is used by the school-age children that are not secured to the ceiling. There is a piece missing in the ceiling tile in the girls' bathroom that is used by the school-age children.	A work order has been submitted for both boy's and girl's bathroom ceilings. The boy's bathroom ceiling tiles will be secured by maintenance and the girl's bathroom ceiling tile will be replaced. A photo will be submitted to licensing once completed	02/21/2023

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, appearing to read "Alicia Wiggins".

Alicia Wiggins, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(248) 369-7892