



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 19, 2023

Janice Smith  
OLHSA  
196 Cesar E. Chavez  
Pontiac, MI 48343

RE: License #: DC630073091  
2023D0499014  
RE: SI LOG #: **OLHSA Pontiac Head Start**  
**196 Cesar E. Chavez**  
**Pontiac, MI 483438109**

Dear Ms. Smith:

This letter is to advise you that the 07/13/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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 400.8125(1) Staff; volunteer; requirements	Appropriate care and supervision were not provided on 03/13/2023 when Member B grabbed and yanked Child A by the arm and forced her into her chair.	CCSM-B was terminated on 07/18/2023. All staff members were retrained on understanding children’s behavior. Camera’s have been installed in all classrooms. All staff members will be trained annually.	07/18/2023
R 400.8125(2) Staff; volunteer; requirements	Staff Member B acted in a manner that was not conducive to the welfare of children. On 03/13/2023 Staff Member B improperly supervised Child A. Staff Member B’s expectation of	CCSM-B was terminated on 07/18/2023.	07/18/2023

	<p>Child A was beyond her level of maturity and mental abilities. Staff Member B expected Child A to stay seated for an extended period. When Child A did not remain seated, Staff Member B used physical force that a reasonable person in the same position would not use. Staff Member B pulled Child A down, resulting in the injury to her arm which was still able to be observed five days later by an examining physician.</p>		
<p>722.115m Child care center, group child care home, or family child care home; requirements for licensure.</p>	<p>Staff Member B is not conducive to the welfare of children based on her actions on 03/13/2023 when Staff Member B improperly cared for and supervised Child A by pulling Child A down, causing an injury to her arm.</p>	<p>CCSM-B was terminated on 07/18/2023.</p>	<p>07/18/2023</p>

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 black ink, appearing to read 'JK', is positioned below the word 'Sincerely,'.

Jennifer Koluch, Licensing Consultant  
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