



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 6, 2022

Kimberly Black
Tutor Time Learning Centers, LLC
21333 Haggerty Road
Suite 100
Novi, MI 48375

RE: License #: DC630250266
Tutor Time Learning Ctr DBA Everbrook Academy
6799 Daly
West Bloomfield, MI 48322

Dear Ms. Black:

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 10/05/2022, I found 10 violations listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8143 (6) (a) Children's records
- R 400.8152 (2) Medication; administrative procedures
- R 400.8152 (4) Medication; administrative procedures
- R 400.8161 (5) Emergency procedures
- R 400.8161 (6) Emergency procedures
- R 400.8340 (3) Food services and nutrition; provided by parents
- R 400.8345 (4) Water supply; plumbing
- R 400.8380 (3) Maintenance of premises
- R 400.8720 (2) All motor vehicles
- R 400.8730 (2) (a) Safety equipment in motor vehicles

Due to the violations, you must send us a corrective action plan by 10/26/2022. 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.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	2
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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,



Alicia Wiggins, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(248) 369-7892

Enclosure

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

I. IDENTIFYING INFORMATION

License #: DC630250266

Licensee Name: Tutor Time Learning Centers, LLC

Licensee Address: 21333 Haggerty Road
Suite 100
Novi, MI 48375

Licensee Telephone #: (248) 697-9000

Licensee/Designee: Kimberly Black, Designee

Name of Facility: Tutor Time Learning Ctr DBA Everbrook Academy

Facility Address: 6799 Daly
West Bloomfield, MI 48322

Facility Telephone #: (248) 865-9388

Original Issuance Date: 08/09/2002

Capacity: 181

Age Range: Ages Birth Thru 12 years

Program Components: TRANSPORTATION
PRESCHOOL
SCHOOL AGE
INFANT/TODDLER
FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 10/05/2022
 Date of Environmental Health Inspection: 03/30/2021
 Date of Fire Safety Inspection: 12/09/2019
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 07/03/2019

	No. of Records Reviewed	
No. of children enrolled in care	124	10
No. of staff employed	28	13
No. of volunteers	0	0
No. of children present at time of inspection	89	
No. of staff present at time of inspection	15	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	89	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Infant 1, Infant 2, Early Preschool, Two's 1, Two's 2, Toddler 1, Toddler 2, Pre-Kindergarten 1, Pre-Kindergarten 2, Preschool, Jr. Pre-Kindergarten, and School Age.
 Approved Program Director: Kimberly Black
 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 on-site inspection, I observed children in care engaged in a variety of developmentally appropriate activities, including free play with puzzles, cars, blocks, dramatic play, painting, and sensory station. I observed large group time which included singing and story time. I also observed diapering, toileting, handwashing, meal preparation and meal service, and naptime. The child care staff members'

interactions with the children were positive and nurturing. They were engaged with the children while being attentive to their needs.

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

R 400.8143 Children's records.

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

(a) For an infant, within the preceding 3 months.

One of ten children's records reviewed did not contain a physical evaluation within 30 days of the child's initial attendance.

R 400.8152 Medication; administrative procedures.

(2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

In the Early Preschool room, one child did not have written permission from his parent for his CVS Allergy Relief medication. The name of the medication that was written on the permission was for Zyrtec.

R 400.8152 Medication; administrative procedures.

(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name, and strength of the medication, and must be given according to those instructions.

In the Pre-Kindergarten room, 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.

In the Preschool room, 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.

R 400.8161 Emergency procedures.

(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

There was not at least 1 fire drill for the quarter January through March 2021. There were no fire drills documented in 2020.

R 400.8161 Emergency procedures.

(6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.

There were no tornado drills documented in 2020.

R 400.8340 Food services and nutrition; provided by parents.

(3) Breast milk, formula, milk, other beverages, and food furnished in a same-day supply must be covered and labeled with the child's first and last name and the date.

In the Infant 1 room, one child's formula was not labeled with the date and his applesauce was not labeled with this first and last name and the date.

R 400.8345 Water supply; plumbing.

(4) All plumbing fixtures and water and waste pipes must be properly installed and maintained in good working condition.

In the Pre-Kindergarten 2 room, one of the toilets was leaking water from the flush valve after being flushed.

R 400.8380 Maintenance of premises.

(3) Roofs, exterior walls, doors, skylights, and windows must be weathertight and watertight and kept in sound condition and good repair.

In the Pre-Kindergarten 2 room, there is rust and chipping paint at the bottom of the exit door's frame.

R 400.8720 All motor vehicles.

(2) All motor vehicles, except multifunction school activity buses and school buses inspected by the department of state police as indicated in subrule (3) of this rule, must be inspected annually by a licensed mechanic. A copy of the inspection must be kept on file at the center. Volunteer vehicles are not required to be inspected.

There was no documentation that bus 1 received an annual inspection by a licensed mechanic in 2021.

R 400.8730 Safety equipment in motor vehicles.

(2) Any motor vehicle with a manufacturer's rated seating capacity of more than 10 occupants used to transport children must carry both of the following additional safety equipment:

(a) Not less than 3 15-minute flares or an approved battery-operated substitute properly cased and securely stored in the driver's compartment.

There were not less than 3 15-minute flares, or an approved battery-operated substitute properly cased and securely stored in the driver's compartment in bus 1.

IV. RECOMMENDATION

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



October 6, 2022

Alicia Wiggins
Licensing Consultant

Date