



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

04/23/2024

Tiffany Mellado  
Avondale Early Learning Center-Auburn  
2900 Waukegan  
Auburn Hills, MI 48326

License Number: DC630275808

Dear Ms. Mellado,

This letter is to advise you that the 04/23/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Special Investigation Case, 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)	The center did not provide appropriate care and supervision when Child A was left unsupervised on the playground from 12:19 p.m. to 12:21p.m.	All Early Learning Center Staff will have training on February 15, 2024. During the Policy and Procedure Review training, participants will review the how, why, and when to complete a Face-to-Name sheet. All participants will participate in practicing how to correctly complete a Face-to-Name sheet. The below policy is what was reviewed and implementation began immediately following this training. Avondale	February 15, 2024

		<p>Early Learning Centers Face to Name Sheet Policy Staff Sign In and Out • All classrooms will use a staff sign in sheet. The room number must be on the sheet. • All staff MUST sign in and out the classrooms they are working in throughout the day. When and if you transition from one classroom to another, you must sign out of the one and sign in to the other classroom. Student Face to Name Sheet • All classrooms will have a face to name sheet that all students' names are on. On the sheet must be the classroom number, the teachers who are in the classroom for that day, the date, and each student's name who are in the classroom. • As students arrive, under the IN column, their arrival time is written. • The classroom student count should be written in a visible location within the classroom environment. • Any time a child leaves the classroom, they must be signed out of the classroom. For example, if a child is going to speech services outside of the classroom, they</p>	
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		<p>MUST be signed out with the time they left as they are no longer in the classroom and a part of your count. Once they return, sign them back in with the time they return.</p> <ul style="list-style-type: none"><li>● If your classroom is going outside to the playground, at the top of the column it should say “playground” then the next column will say “gate”, then “gate” again, and then “classroom”. Each time you leave to go outside, there MUST be at least 4 sign in and sign outs.</li><li>● When calling students names to check them off on the face to name sheet, you must see their face and if possible they need to say “here” or provide a non-verbal cue such as raising their hand.</li><li>● After calling and checking all students names, You must count out loud the number of students in your classroom line and touch their shoulders as you count them. The final count must be said out loud so all staff hear the number.</li><li>● Double check that your face to name sheet count is the same as your out loud headcount.</li></ul>	
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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 Alicia Wiggins at (248) 369- 7892 or [wigginsa@michigan.gov](mailto:wigginsa@michigan.gov). In the event that Alicia Wiggins is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at (517) 284-9730.

Sincerely,

A handwritten signature in black ink that reads "Alicia Wiggins". The signature is written in a cursive, flowing style.

Alicia Wiggins, Licensing Consultant