



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

Marlon I. Brown, DPA  
ACTING DIRECTOR

10/22/2023

India Edwards  
Childtime Learning Center #0638  
27900 Evergreen, Lathrup Village, MI, , 48076

License Number: DC630294576

Dear Ms. Edwards,

This letter is to advise you that the 10/16/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Inspection, 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](#).

<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
R 400.8112(1)(c)	During the on-site inspection on 06/02/2023, the current proposed program director, India Edwards, was a child care staff member. She had not been determined eligible at the time of the on-site renewal inspection. She was determined eligible and connected to the center's Child Care Background Check (CCBC) system on 06/07/2023	Moving forward, all staff members will be fingerprinted before having unsupervised contact with children.	07/31/2023
R 400.8113(9)	Ms. Edwards does not have at least 2 semester hours or 3.0 CEUs in child care administration or have an administrative credential	The proposed program director is enrolled in the required 2 semester hours for administrative training and will complete within 6	09/19/2023

	approved by the department.	months. Classes she enrolled are Child Care Center Rules and Regulations 09/19/2023, Financial Management 1, 2, and 3 08/08/2023 and Leadership completed 07/25/2023.	
R 400.8122(5)	The Toddler Room and Two's Room do not have assigned qualified lead caregivers.	The program director will email lead caregiver variance forms to consultant for approval.	08/11/2023
R 400.8125(5)	<p>Four of the five child care staff members' records reviewed did not have a written statement that was signed and dated by the staff at the time of hiring indicating the information specified in the rule.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on signed the statement on 03/13/2023 and she signed the written statement on 06/06/2023.</li> <li>• Child care staff member B.L. was hired on 05/01/2023 and she signed the written statement on 06/05/2023.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she signed the written statement on 06/06/2023.</li> <li>• Child care staff member M.A. was hired on 03/20/2023 and she signed the written statement on 06/05/2023.</li> </ul>	Moving forward, upon hire, the program director will have all staff members sign the required rule paperwork.	08/11/2023
R 400.8128	One of the five child care staff members' records reviewed did not contain	Child care staff members will submit a TB test. The program	08/11/2023

	<p>verification of TB status within 1 year before employment. Child care staff member B.L. was hired on 05/01/2023 and there was no TB test result for her.</p>	<p>director will ensure that verification of TB status, within 1 year before employment, is in the staff's file prior to hire date. A checklist will be used to ensure that the acceptable TB test results are in the employee's file prior to hire date.</p>	
R 400.8131(2)	<p>Four of the five child care staff members were required to complete training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers. Four of the four child care staff members did not complete the training before caring for infants and toddlers.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023, child care staff member D.J. was hired on 06/28/2022, and child care staff member M.A. was hired on 03/20/2023. They have not completed the training.</li> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/30/2021.</li> </ul>	<p>The staff members will complete the required training and documentation will be placed in the staff's files.</p>	08/11/2023
R 400.8131(3)	<p>Five of the five child care staff members were not trained on prevention of shaken baby syndrome, abusive head trauma and</p>	<p>Staff members are enrolled in the required MiRegistry training and will complete the training.</p>	08/11/2023

	<p>child maltreatment, and recognition and reporting of child abuse and neglect before caring for children.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023 and she has not completed the training.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she completed the training on 07/01/2022.</li> <li>• Child care staff member B.L. was hired on 05/01/2023 and she has not completed the training.</li> <li>• Child care staff member M.A. was hired on 03/20/2023 and she has not completed the training.</li> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/25/2021.</li> </ul>		
R 400.8131(4)	<p>Five of the five child care staff members did not complete prevention and control of infectious disease training, including immunizations, before unsupervised contact with children.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023 and she has not completed the training.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she completed the training on 07/01/2022.</li> </ul>	Staff members are enrolled in the required MiRegistry training and will complete the training.	08/11/2023

	<ul style="list-style-type: none"> <li>• Child care staff member B.L. was hired on 05/01/2023 and she has not completed the training.</li> <li>• Child care staff member M.A. was hired on 03/20/2023 and she has not completed the training.</li> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/25/2021.</li> </ul>		
R 400.8131(5)(a)	<p>Five of the five child care staff members did not complete administration of medication training within 90 days of being hired.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023 and she has not completed the training.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she completed the training on 07/01/2022.</li> <li>• Child care staff member B.L. was hired on 05/01/2023 and she has not completed the training.</li> <li>• Child care staff member M.A. was hired on 03/20/2023 and she has not completed the training.</li> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/25/2021.</li> </ul>	Staff members are enrolled in the required MiRegistry training and will complete the training.	08/11/2023
R 400.8131(5)(b)	Five of the five child care staff members did not complete prevention of and response to emergencies	Staff members are enrolled in the required MiRegistry training and	08/11/2023

	<p>due to food and allergic reactions training within 90 days of being hired.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023 and she has not completed the training.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she completed the training on 07/01/2022.</li> <li>• Child care staff member B.L. was hired on 05/01/2023 and she has not completed the training.</li> <li>• Child care staff member M.A. was hired on 03/20/2023 and she has not completed the training.</li> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/25/2021.</li> </ul>	will complete the training.	
R 400.8131(5)(c)	<p>Five of the five child care staff members did not complete building and physical premises safety training within 90 days of being hired.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023 and she has not completed the training.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she completed the training on 07/01/2022.</li> <li>• Child care staff member B.L. was hired on 05/01/2023 and she has not completed the training.</li> </ul>	Staff members are enrolled in the required MiRegistry training and will complete the training.	08/11/2023

	<ul style="list-style-type: none"> <li>• Child care staff member M.A. was hired on 03/20/2023 and she has not completed the training.</li> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/25/2021.</li> </ul>		
R 400.8131(5)(d)	<p>Five of the five child care staff members did not complete emergency preparedness and response planning training within 90 days of being hired.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023 and she has not completed the training.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she completed the training on 07/01/2022.</li> <li>• Child care staff member B.L. was hired on 05/01/2023 and she has not completed the training.</li> <li>• Child care staff member M.A. was hired on 03/20/2023 and she has not completed the training.</li> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/25/2021.</li> </ul>	Staff members are enrolled in the required MiRegistry training and will complete the training.	08/11/2023
R 400.8131(5)(e)	Five of the five child care staff members did not complete handling and storage of hazardous materials and appropriate disposal of bio	Staff members are enrolled in the required MiRegistry training and will complete the training.	08/11/2023

	<p>contaminants training within 90 days of being hired.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023 and she has not completed the training.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she completed the training on 07/01/2022.</li> <li>• Child care staff member B.L. was hired on 05/01/2023 and she has not completed the training.</li> <li>• Child care staff member M.A. was hired on 03/20/2023 and she has not completed the training.</li> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/25/2021.</li> </ul>		
R 400.8131(5)(g)	<p>Five of the five child care staff members did not complete child development training within 90 days of being hired.</p> <ul style="list-style-type: none"> <li>• Child care staff member R.W. was hired on 03/13/2023 and she has not completed the training.</li> <li>• Child care staff member D.J. was hired on 06/28/2022 and she completed the training on 07/01/2022.</li> <li>• Child care staff member B.L. was hired on 05/01/2023 and she has not completed the training.</li> <li>• Child care staff member</li> </ul>	Staff members are enrolled in the required MiRegistry training and will complete the training.	08/11/2023

	<p>M.A. was hired on 03/20/2023 and she has not completed the training.</p> <ul style="list-style-type: none"> <li>• Child care staff member P.S. was hired on 10/21/2014 and she completed the training on 05/25/2021.</li> </ul>		
R 400.8131(6)	<p>One of the five child care staff members was required to complete 16 clock hours of annual professional development. Child care staff member P.S. completed 2.25 hours in 2022 and 11.5 hours in 2021.</p>	<p>Moving forward, staff members will complete the 16 hours of annual training.</p>	08/11/2023
R 400.8131(10)	<p>One of the five child care staff members was required to be trained or certified in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Child care staff members M.A. was hired on 03/20/2023 and she has not completed the training.</p>	<p>Staff members will enroll and be trained in first aid and pediatric, child, and adult CPR through Dummies on the Run CPR Instruction.</p>	09/07/2023
R 400.8143(1)	<p>Seven of the ten child information cards reviewed were missing information including date of admission, parent's employer's name and phone number, physician's name and phone number, allergies, special needs, special instructions information and emergency contact phone numbers.</p>	<p>Parents were notified about missing information and will fill in the missing information. Moving forward, the program director will review the children's records and will be updated every six months.</p>	08/11/2023
R 400.8143(2)	<p>Four of the ten child information cards were required to be reviewed</p>	<p>Moving forward, the program director will monitor the timeliness of</p>	08/11/2023

	<p>and updated by parents at least annually. Four of the four child information cards were not reviewed and updated by parents at least annually.</p> <ul style="list-style-type: none"> <li>• One child information card was initially signed on 04/16/2022. It was reviewed and updated by the parent on 06/08/2023.</li> <li>• One child information card was initially signed on 05/10/2022. It was reviewed and updated by the parent on 06/07/2023.</li> <li>• One child information card was last signed on 01/07/2021. It was reviewed and updated by the parent on 06/07/2023.</li> <li>• One child information card was initially signed on 01/03/2022. It was reviewed and updated by the parent on 06/07/2023.</li> </ul>	<p>reviewing child information cards annually.</p>	
R 400.8143(6)(a)	<p>Two of the ten children's records reviewed were infants. One of the two infant's records reviewed did not have a physical evaluation within 30 days of the child's initial attendance that noted if there are any restrictions.</p>	<p>Parents were notified about the missing information and will update the missing information. Moving forward, the program director will monitor the timeliness of returned physical evaluations.</p>	08/11/2023
R 400.8143(6)(c)	<p>Five of the ten children's records reviewed were preschoolers. Two of the five preschool children's records reviewed did not have a physical evaluation within 30 days of the child's initial attendance that noted if there are any restrictions.</p>	<p>Parents were notified about the missing information and will update the information. Moving forward, the program director will monitor the timeliness of returned physical evaluations.</p>	08/11/2023

	<ul style="list-style-type: none"> <li>• One child's admission date was 08/15/2022 and the physical evaluation was completed on 09/21/2022.</li> <li>• One child's admission date was 03/07/2022 and there was no physical evaluation completed.</li> </ul>		
R 400.8143(7)(a)	One of the ten children's records reviewed required an updated physical evaluation. The child's admission date was 07/13/2020 and the last physical evaluation was completed on 07/13/2020.	Parents were notified about the missing information and will update the missing information. Moving forward, the program director will monitor the timeliness of returned physical evaluations.	08/11/2023
R 400.8152(4)	In the Toddler Room, one child's albuterol 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.	The medicine was returned to the parents, and they were informed of the rule if they would like to continue to have the center administer it. Moving forward, all medications will have to be in its original container with the pharmacy label.	07/31/2023
R 400.8161(5)	There were no documented fire drills being completed, consisting of at least 1 per quarter, in 2022 and 2021.	Moving forward, fire drills will be conducted by the program director at least once per quarter.	07/31/2023
R 400.8161(6)	There were no documented tornado drills, consisting of at least 2 between the months of March through November, in 2022 and 2021.	Moving forward, the program director will complete at least 2 tornado drills between the months of March through November.	07/31/2023
R 400.8161(8)	The center did not have verification that each child care staff member was trained at least twice a year in 2022 and 2021 on his or	Moving forward, the program director will train staff on duties and responsibilities for	07/31/2023

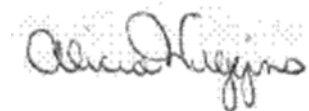
	her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule. There was one training documented in November 2022.	emergency procedures twice a year.	
R 400.8170(13)	I observed an insufficient amount of shock absorbing under the slide located in the toddler playground.	Work order was placed on 08/01/2023 for insufficient shock absorbing material. Children will not use this section of the playground until it meets the requirement of the rule.	08/01/2023
R 400.8335(8)(a)	In the Two's Room, I observed two gallons of milk were not labeled with the date opened. One gallon of milk did not have a cap on it and the other gallon of milk had plastic saran wrap placed inside of it to cover the top.	The food specialist will label and properly store all milk.	07/31/2023
R 400.8380(4)	I observed grime on the bathroom floor that is shared by the Early Preschool Room and Pre-K Room. I observed dirt stains on the walls in the Early Preschool Room.	Work order was placed on 08/01/2023 to remove the grime on the classrooms' bathroom floors and walls.	08/01/2023
R 400.8380(7)	I observed dusty ceiling vents in the Early Preschool Room.	Work order was placed for dusting of vents and fans in the classroom.	08/01/2023

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 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 cursive script that reads "Alicia Wiggins". The signature is rendered in a light gray, dotted font style.

Alicia Wiggins, Licensing Consultant