



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

March 14, 2023

Cathrine Broessel  
 KCE Champions LLC  
 17050 Dorset Ave.  
 Southfield, MI 48075

RE: License #: DC630308483  
**McIntyre Elementary School**  
**19600 Saratoga Blvd.**  
**Southfield, MI 48076**

Dear Mrs. Broessel:

This letter is to advise you that the 03/07/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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 400.8110 (4) Applicant; licensee; licensee designee; requirements	The licensing notebook was missing the licensing inspection reports from 2022 and 2021.	The licensing inspection reports from 2022 and 2021 will be printed and added to the licensing notebook.	03/17/2023
R 400.8110 (14) Applicant; licensee; licensee designee; requirements	There was not a notice posted in a place accessible and visible to parents, staff, and visitors stating that smoking and vaping are prohibited in the center and on the center's property.	The no smoking and no vaping sign continues to fall off the door. A new sign will be posted on the Champions licensing board.	03/17/2023

<p>R 400.8112 (1) (c) Comprehensive background check; fingerprinting</p>	<p>Three of the five child care staff members were not determined eligible before having unsupervised contact with children.</p> <ul style="list-style-type: none"> <li>• Child care staff member (D.B.) was hired on 08/05/2022 and she was determined eligible on 02/20/2023.</li> <li>• Child care staff member (S.T.) was hired on 11/15/2022 and she was determined eligible on 03/01/2023.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022 and she was determined eligible on 03/03/2023.</li> </ul>	<p>Fingerprints will be done in advance of child care staff members working with children. Before the first day, new hires will complete the fingerprinting process and begin virtual training.</p>	<p>03/17/2023</p>
<p>R 400.8128 Staff; volunteer; tuberculosis</p>	<p>Three of the five child care staff members' records reviewed did not contain verification of TB status within 1 year before employment.</p> <ul style="list-style-type: none"> <li>• Child care staff member (D.B.) was hired on 08/05/2022 and there was no verification of TB testing in her file.</li> <li>• Child care staff member (S.T.) was hired on 11/15/2022 and her TB testing was completed on 12/30/2022.</li> <li>• Child care staff member (S.R.) was</li> </ul>	<p>TB tests will be completed before working with children or verification of TB status will be obtained that indicates TB testing was completed within one year before employment with the center.</p>	<p>03/17/2023</p>

	hired on 10/06/2022 and her TB testing was completed on 03/03/2023.		
R 400.8131 (3) Professional development requirements	<p>Two of the five child care staff members was not trained on prevention of shaken baby syndrome, abusive head trauma and 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 (S.T.) was hired on 11/15/2022 and she has not completed the training.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022 and she has not completed the training.</li> </ul>	<p>Health and Safety courses 1 and 2 will be completed by all child care staff members.</p> <p>Ms. Broessel will gain access to employee's MiRegistry to track completion. She emailed MiRegistry for support on 03/07/2023.</p>	03/17/2023
R 400.8131 (4) Professional development requirements	<p>Two 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 (S.T.) was hired on 11/15/2022 and she has not completed the training.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022</li> </ul>	<p>Health and Safety courses 1 and 2 will be completed by all child care staff members.</p> <p>Ms. Broessel will gain access to employee's MiRegistry to track completion. She emailed MiRegistry for support on 03/07/2023.</p>	03/17/2023

	and she has not completed the training.		
R 400.8131 (5) (a) Professional development requirements	Two of the five child care staff members did not complete administration of medication training within 90 days of being hired. <ul style="list-style-type: none"> <li>• Child care staff member (S.T.) was hired on 11/15/2022 and she has not completed the training.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022 and she has not completed the training.</li> </ul>	Health and Safety courses 1 and 2 will be completed by all child care staff members.  Ms. Broessel will gain access to employee's MiRegistry to track completion. She emailed MiRegistry for support on 03/07/2023.	03/17/2023
R 400.8131 (5) (b) Professional development requirements	Two of the five 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. <ul style="list-style-type: none"> <li>• Child care staff member (S.T.) was hired on 11/15/2022 and she has not completed the training.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022 and she has not completed the training.</li> </ul>	Health and Safety courses 1 and 2 will be completed by all child care staff members.  Ms. Broessel will gain access to employee's MiRegistry to track completion. She emailed MiRegistry for support on 03/07/2023.	03/17/2023
R 400.8131 (5) (c) Professional development requirements	Two of the five child care staff members did not complete building and physical premises safety	Health and Safety courses 1 and 2 will be completed by all child care staff members.	03/17/2023

	<p>training within 90 days of being hired.</p> <ul style="list-style-type: none"> <li>• Child care staff member (S.T.) was hired on 11/15/2022 and she has not completed the training.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022 and she has not completed the training.</li> </ul>	<p>Ms. Broessel will gain access to employee's MiRegistry to track completion. She emailed MiRegistry for support on 03/07/2023.</p>	
R 400.8131 (5) (d) Professional development requirements	<p>Two 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 (S.T.) was hired on 11/15/2022 and she has not completed the training.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022 and she has not completed the training.</li> </ul>	<p>Health and Safety courses 1 and 2 will be completed by all child care staff members.</p> <p>Ms. Broessel will gain access to employee's MiRegistry to track completion. She emailed MiRegistry for support on 03/07/2023.</p>	03/17/2023
R 400.8131 (5) (e) Professional development requirements	<p>Two of the five 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.</p>	<p>Health and Safety courses 1 and 2 will be completed by all child care staff members.</p> <p>Ms. Broessel will gain access to employee's MiRegistry to track completion. She emailed MiRegistry for support on 03/07/2023.</p>	03/17/2023

	<ul style="list-style-type: none"> <li>• Child care staff member (S.T.) was hired on 11/15/2022 and she has not completed the training.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022 and she has not completed the training.</li> </ul>		
R 400.8131 (5) (g) Professional development requirements	<p>Two 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 (S.T.) was hired on 11/15/2022 and she has not completed the training.</li> <li>• Child care staff member (S.R.) was hired on 10/06/2022 and she has not completed the training.</li> </ul>	<p>Health and Safety courses 1 and 2 will be completed by all child care staff members.</p> <p>Ms. Broessel will gain access to employee's MiRegistry to track completion. She emailed MiRegistry for support on 03/07/2023.</p>	03/07/2023
R 400.8131 (10) Professional development requirements	<p>One of the five child care staff members' records reviewed (S.R.) was not trained or certified in pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired.</p>	<p>Child care staff members will complete CPR and First Aid training from a trainer from an organization approved by the department.</p>	03/17/2023
R 400.8143 (1) Children's records	<p>Eight of the ten children's information cards reviewed were missing information including allergies, special needs, special instructions information, parent's</p>	<p>The program director will audit child files during the enrollment process. The program director will verify information weekly as part of the director's welcoming of new families.</p>	03/17/2023

	employer's name, parent's employment phone number, physician's name, and physician's phone number.		
R 400.8161 (5) Emergency procedures	There were only two fire drills documented in 2022.	All fire drills will be maintained for each fiscal year going forward and will be accessible on-site.	03/17/2023
R 400.8161 (6) Emergency procedures	There were no documented tornado drills completed at least two tornado drills between the months of March through November in 2021.	All tornado drills will be maintained for each fiscal year going forward and will be accessible on-site.	03/17/2023
R 400.8164 (3) Telephone service	The Emergency Action Plan posting that includes the information specified in the rule was missing the facility name, address, and two main cross streets.	The Emergency Action Plan will be fully filled out and verification will be sent to Ms. Broessel by child care staff member (S.D.)	03/17/2023
R 400.8173 (2) Equipment	The current list, Fall 2022, of unsafe children's products that is provided by the department was not posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.  The Spring 2022 recall list was posted.	The updated recall list will be maintained on-site. Verification of posting will be sent to Ms. Broessel by the program director monthly to show the most up to date posting is present.	03/17/2023
R 400.8330 (10) Food services and nutrition generally	The snack menu that was posted was blank for 02/02/2023 and 02/03/2023.	Snack menu will be posted to reflect the snacks offered daily to each child. Monthly menus will be provided, and the program director will adjust if a different snack is offered.	03/07/2023

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 that reads "Alicia Wiggins". The signature is written in black ink and is positioned below the word "Sincerely,".

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