



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 16, 2023

Shannon Daugherty
Choice Schools Associates
975 Three Mile Rd NW
Grand Rapids, MI 49544

RE: License #: DC630319852
Bradford Academy
24218 Garner St.
Southfield, MI 48033

Dear Ms. Daugherty:

This letter is to advise you that the 03/16/2023 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 400.8125 (5) (a)(b)(c) Staff; volunteer; requirements	One of the five child care staff members' records reviewed did not contain a signed and dated written statement at the time of hiring indicating all of the following information: (a) The individual is aware that abuse and neglect of children is against the law. (b) The individual has been informed of the center's policies on child abuse and neglect.	Child care staff member B.P. signed and dated the written statement. All staff will complete written statement at the time of hire.	03/07/2023

	<p>(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.</p> <p>Child care staff member B.P. was hired in September 2022 and signed and dated the written statement on 03/07/2023.</p>		
R 400.8128 Staff; volunteer; tuberculosis	<p>One of the five child care staff members' records reviewed did not contain verification of TB status within 1 year before employment.</p> <p>Child care staff member B.P. was hired in September 2022 and there was no verification of TB testing in her file.</p>	Child care staff member B.P. had a TB test done on 03/13/2023. All staff will complete TB test at the time of hire.	03/13/2023
R 400.8131 (1) Professional development requirements	One of the five child care staff members' (B.P.) records reviewed did not contain documentation that she was provided an orientation about the center's policies and practices and these administrative rules before having unsupervised contact with children.	Child care staff member B.P. was provided an orientation of policies and procedures on 03/10/2023. All staff will receive orientation at the time of hire.	03/10/2023
R 400.8131 (3) Professional development requirements	One 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	Child care staff member B.P. was trained on all professional development requirements. All staff will complete the training at the time of hire.	03/07/2023

	<p>reporting of child abuse and neglect before caring for children.</p> <p>Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.</p>		
R 400.8131 (4) Professional development requirements	<p>One 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> <p>Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.</p>	Child care staff member B.P. was trained on all professional development requirements. All staff will complete the training at the time of hire.	03/07/2023
R 400.8131 (5) (a) Professional development requirements	<p>One of the five child care staff members did not complete administration of medication training within 90 days of being hired.</p> <p>Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.</p>	Child care staff member B.P. was trained on all professional development requirements. All staff will complete the training at the time of hire.	03/07/2023
R 400.8131 (5) (b) Professional development requirements	<p>One 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.</p> <p>Child care staff member B.P. was hired in</p>	Child care staff member B.P. was trained on all professional development requirements. All staff will complete the training at the time of hire.	03/07/2023

	September 2022 and she completed the training on 03/07/2023.		
R 400.8131 (5) (c) Professional development requirements	<p>One of the five child care staff members did not complete building and physical premises safety training within 90 days of being hired.</p> <p>Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.</p>	Child care staff member B.P. was trained on all professional development requirements. All staff will complete the training at the time of hire.	03/07/2023
R 400.8131 (5) (d) Professional development requirements	<p>One of the five child care staff members did not complete emergency preparedness and response planning training within 90 days of being hired.</p> <p>Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.</p>	Child care staff member B.P. was trained on all professional development requirements. All staff will complete the training at the time of hire.	03/07/2023
R 400.8131 (5) (e) Professional development requirements	<p>One 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>Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.</p>	Child care staff member B.P. was trained on all professional development requirements. All staff will complete the training at the time of hire.	03/07/2023

<p>R 400.8131 (5) (g) Professional development requirements</p>	<p>One of the five child care staff members did not complete child development training within 90 days of being hired.</p> <p>Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.</p>	<p>Child care staff member B.P. was trained on all professional development requirements. All staff will complete the training at the time of hire.</p>	<p>03/07/2023</p>
<p>R 400.8131 (10) Professional development requirements</p>	<p>Three of the five child care staff members were not trained or certified in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired.</p> <ul style="list-style-type: none"> • Two child care staff members C.S. and J.W. completed training with an organization that has not been approved by the department. • One child care staff member B.P. did not complete first aid and CPR training. 	<p>Child care staff member B.P. completed first aid and pediatric, child, and adult CPR certification with ProTrainings, LLC on 03/12/2023.</p> <p>Child care staff member C.S. completed first aid and pediatric, child, and adult CPR certification with ProTrainings, LLC on 03/15/2023.</p> <p>Child care staff member J.W. completed first aid and pediatric, child, and adult CPR certification with ProTrainings, LLC on 03/10/2023.</p> <p>All staff will complete first aid and pediatric, child, and adult CPR certification at the time of hire with an approved training facility.</p>	<p>03/15/2023</p>
<p>R 400.8143 (1) Children's records</p>	<p>Five of the ten child information cards reviewed were missing information including allergies, special needs, special instructions information, parent's employer name, parent's employer's phone number, and physician's phone number.</p>	<p>Families will fill in blank lines on child information cards. Ms. Daugherty will make sure everything is complete on the child information cards during the enrollment process.</p>	<p>03/15/2023</p>

R 400.8152 (2) Medication; administrative procedures	In Classroom 159, there was no written permission from a parent for one child's Diazepam and for one child's Albuterol. In Classroom 167, there was no written permission from a parent for one child's Albuterol.	The parents completed a Medication Permission form, and it is stored with the medication. Parents will sign Medication Permission form when medication is brought in.	03/16/2023
R 400.8152 (4) Medication; administrative procedures	In Classroom 167, 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 parent took the Albuterol and is in the process of getting the medication in its original container with the pharmacy label. The center will only accept medication in its original container with the pharmacy label.	03/07/2023
R 400.8161 (2) (b) Emergency procedures	The center's crisis management plans did not include a plan for safely moving children to a relocation site.	The full Protective Actions List from the center's head of security includes a plan for safely moving children to a relocation site for the crisis management plans. A copy of this information will be posted in every classroom at the start of the school year.	03/16/2023
R 400.8161 (2) (h) Emergency procedures	The center's emergency plans did not include a plan for how children with chronic medical conditions will be accommodated during each type of emergency.	The full Protective Actions List from the center's head of security includes a plan for how children with chronic medical conditions will be accommodated during each type of emergency. A copy of this information will be posted in every classroom at the start of the school year.	03/16/2023
R 400.8173 (4) (b) Equipment.	In Classroom 158, I observed a rusty Tonka truck. One of the child care staff members stated one of the children was playing with it and that he must have brought it in from outside. She threw the	The child care staff member threw the rusty Tonka truck in the trash. All toys/equipment will be inspected weekly for safety, cleanliness, and good repair	03/01/2023

	Tonka trunk away in the garbage can.		
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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 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,



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