



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

March 14, 2023

Shannon Daugherty
Choice Schools Associates
975 Three Mile Rd NW
Suite 206
Grand Rapids, MI 49544

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

Dear Ms. Daugherty:

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 03/01/2023, I found 18 violations listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8125 (5) (a)(b)(c) Staff; volunteer; requirements
- R 400.8128 Staff; volunteer; tuberculosis
- R 400.8131 (1) Professional development requirements
- R 400.8131 (3) Professional development requirements
- R 400.8131 (4) Professional development requirements
- R 400.8131 (5) (a) Professional development requirements
- R 400.8131 (5) (b) Professional development requirements
- R 400.8131 (5) (c) Professional development requirements
- R 400.8131 (5) (d) Professional development requirements
- R 400.8131 (5) (e) Professional development requirements
- R 400.8131 (5) (g) Professional development requirements
- R 400.8131 (10) Professional development requirements
- R 400.8143 (1) Children's records

R 400.8152 (2) Medication; administrative procedures
R 400.8152 (4) Medication; administrative procedures
R 400.8161 (2) (b) Emergency procedures
R 400.8161 (2) (h) Emergency procedures
R 400.8173 (4) (b) Equipment.

Due to the violations, you must send us a corrective action plan by 04/03/2023. 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.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
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,

A handwritten signature in black ink, appearing to read "Alicia Wiggins". The signature is fluid and cursive, with the first name being more prominent.

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 #: DC630319852

Licensee Name: Choice Schools Associates

Licensee Address: 975 Three Mile Rd NW
Suite 206
Grand Rapids, MI 49544

Licensee Telephone #: (616) 785-8440

Licensee/Designee: Shannon Daugherty, Designee

Name of Facility: Bradford Academy

Facility Address: 24218 Garner St.
Southfield, MI 48033

Facility Telephone #: (248) 351-0000

Original Issuance Date: 08/30/2012

Capacity: 115

Age Range: Ages 3 years 0 months Thru 6 years

Program Components: GSRP
PRESCHOOL
FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/01/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 01/27/2023 (CCL 5043 Cert. of School Building)
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 04/01/2016

	No. of Records Reviewed	
No. of children enrolled in care	79	10
No. of staff employed	13	5
No. of volunteers	0	0
No. of children present at time of inspection	68	
No. of staff present at time of inspection	11	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	68	

Persons Interviewed: Licensee/Licensee Designee
 Program Director
 Caregiving staff

Approved Child Use Space: Classroom 153, Classroom 158, Classroom 159, Classroom 167, Classroom 169 and the Gymnasium.
 Approved Program Director: Shannon Daugherty
 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 painting and outdoor play. I observed group time which included singing, sorting and counting activity. I also observed toileting, handwashing, meal service, and nap time. 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 400.8125 Staff; volunteer; requirements.

(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering 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.

(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.

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.

(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.

Child care staff member B.P. was hired in September 2022 and signed and dated the written statement on 03/07/2023.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

One of the five child care staff members' records reviewed did not contain verification of TB status within 1 year before employment.

Child care staff member B.P. was hired in September 2022 and there was no verification of TB testing in her file.

R 400.8131 Professional development requirements.

(1) The center shall provide an orientation about the center's policies and practices and these administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children.

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.

R 400.8131 Professional development requirements.

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

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 reporting of child abuse and neglect before caring for children.

Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.

R 400.8131 Professional development requirements.

(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.

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.

Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(a) Administration of medication.

One of the five child care staff members did not complete administration of medication training within 90 days of being hired.

Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(b) Prevention of and response to emergencies due to food and allergic reactions.

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.

Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall

complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(c) Building and physical premises safety.

One of the five child care staff members did not complete building and physical premises safety training within 90 days of being hired.

Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(d) Emergency preparedness and response planning.

One of the five child care staff members did not complete emergency preparedness and response planning training within 90 days of being hired.

Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.

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.

Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(g) Child development.

One of the five child care staff members did not complete child development training within 90 days of being hired.

Child care staff member B.P. was hired in September 2022 and she completed the training on 03/07/2023.

R 400.8131 Professional development requirements.

(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.

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.

- 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.

R 400.8143 Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

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.

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 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.

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 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.

R 400.8161 Emergency procedures.

(2) The written procedures must include all of the following:
(b) A plan for safely moving children to a relocation site.

The center's crisis management plans did not include a plan for safely moving children to a relocation site.

R 400.8161 Emergency procedures.

(2) The written procedures must include all of the following:
(h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

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.

R 400.8173

Equipment.

(4) Play equipment, materials, and furniture, must be all of the following:

(b) Safe, clean, and in good repair.

In Classroom 158, I observed a rusty Tonka trunk. 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 Tonka trunk away in the garbage can.

Technical Assistance and Consultation were provided for the following:

- Small holes in walls need to be repaired in Classroom 153 and Classroom 159.
- Small tear in seat portion of red couch in Classroom 159 needs to be repaired.
- The ceiling tile in Classroom 158 needs to be put back into place. The licensee designee stated the tile moves because of their vent system. The custodian continues to move it back into place when this occurs.
- Discussed the acceptable procedure when documenting administration of medication.
- Include bomb threats in crisis management plans.
- The faucet in Classroom 169 has a very small leak.

IV. RECOMMENDATION

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



March 14, 2023

Alicia Wiggins
Licensing Consultant

Date