



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 3, 2023

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

RE: License #: DC630378495
Bradford Academy
24218 Garner
Southfield, MI 48033

Dear Mrs. Broessel:

This letter is to advise you that the 06/30/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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 400.8113 (8) (e) Program director qualifications; responsibilities	At the time of the interim inspection, the facility did not have an approved school-age program director. The proposed program director did not meet the coursework requirement of the rule.	The center will hire a school-age program director that meets one of the qualifications in the rule or the licensee designee will request a variance.	06/26/2023
R 400.8143 (1) Children's records	Ten of the ten children's records reviewed, contained children's information cards that were missing information including parent's employer's name and	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.	06/26/2023

	phone number, physician's name and phone number, allergies, special needs and/or special Instructions, and parent's signature.		
R 400.8143 (8) (a), (b), (c) Children's records	Eight of the ten children's records reviewed did not contain a signed statement from the school-age child's parent confirming all of the following: (a) The child is in good health with activity restrictions noted. (b) The child's immunizations are up-to-date. (c) The immunization record or appropriate waiver is on file with the child's school.	The program director will audit child files, including drop-in families, during the enrollment process. The program director will verify information weekly as part of the director's welcoming of new families.	06/26/2023
R 400.8170 (13) Outdoor play area	I observed several areas under the elevated playground equipment with little to no shock absorbing surface under it.	The playground equipment will not be used until there is enough shock absorbing surface and it meets the guidelines for outdoor play equipment.	06/26/2023

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, appearing to read "Alicia Wiggins". The signature is written in dark ink on a light background.

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