



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 27, 2022

Brandon School District  
1025 Ortonville Rd  
Ortonville, MI 48462

RE: License #: DC630395909  
Oakwood Elementary  
2839 Oakwood  
Ortonville, MI 48462

Dear Brandon School District:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 09/23/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

**R 400.8110 Applicant; licensee; licensee designee; requirements.**

(3) All of the following must be in a place, accessible, and visible to parents:

(b) A copy of these rules and a copy of the last page of any variances granted.

A rule book was not on site.

**R 400.8110 Applicant; licensee; licensee designee; requirements.**

(4) There must be a licensing notebook on the premises that includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook. The notebook must be in a place accessible to

parents and prospective parents at all times during the center's normal hours of operation.

A licensing notebook (including the summary sheet) was not onsite.

**R 400.8112                    Comprehensive background check; fingerprinting.**

(1) Pursuant to section 5n of the act, MCL 722.115n, before an individual has unsupervised contact with children, the department shall determine the individual's eligibility to be any of the following:

- (a) A licensee.
- (b) A licensee designee.
- (c) A child care staff member.
- (d) A child care aide.
- (e) An unsupervised volunteer.

Identified CCSM, S.H. had not been finger printed at the time of my onsite and shared she's worked the after-school program alone.

**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.

A signed statement indicating the information in this rule was not signed by identified CCSM, S.H.

**I provided technical assistance on the following:**

- Ensure all required emergency postings are developed and posted in a place visible to staff and parents. R400.8161(3)
- Update child information cards annually R400.8143(2)
- Immediately disconnect anyone connected to the background system at the time of this leave. R400.8112(2)(f)
- Ensure staff files are onsite at the time of inspection.

Due to the violations, you must send us a corrective action plan by 10/18/2022. 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:

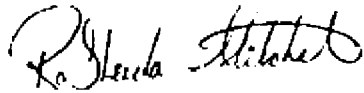
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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 (248) 975-5053.

Sincerely,

A handwritten signature in black ink that reads "RaSheeda Mitchell". The signature is written in a cursive style with a large initial "R" and "M".

RaSheeda Mitchell, Licensing Consultant  
Bureau of Community and Health Systems  
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(248) 762-1915