



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 28, 2022

Erin Keyser
Troy School District
4400 Livernois
Troy, MI 48098

RE: License #: DC630398647
RE: SI LOG #: 2022D0579002
**Troy School District Preschool
205 W. Square Lake Road
Troy, MI 48098**

Dear Ms. Keyser:

This letter is to advise you that the 01/28/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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
R400.8125(1) Staff; volunteer; requirements	The center did not provide appropriate care and supervision when Child A was left unsupervised on the playground from 11:30 a.m. to 11:35 a.m. Ms. Bairaboena, Ms. Seman, and Ms. Kurnade did not look for Child A even after they realized there were 15 children not 16 children present in the classroom.	We have adjusted our staffing to reflect a minimum of one permanent staff present during transition periods throughout the day. Reviewed with all staff the importance of counting children during a transition and always knowing how many are in attendance at that precise moment.	Immediate 12/08/2021

		All staff will use the measures to ensure number of children counted match number of children represented on daily attendance sheet (physical) and/or electronically in Eleyo for tuition children. All classrooms will keep tally on board with the number of children currently signed in and present.	12/08/2021
		We terminated employment with one responsible staff member. The other two staff members involved were notified that the incident was documented in their employment file.	12/08/2021
		Required shared learning around the LARA licensing rules and regulations for all staff monthly at professional learning. All staff were provided an electronic and physical copy of the LARA licensing booklet.	12/10/2021
		Director and Coordinator will complete compliance checks with teaching teams in regards to attendance and counts. Monitoring will be documented weekly.	12/21/2021-07/01/2022

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 rendered in a light gray, dotted or pixelated style.

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