



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 8, 2023

Jennifer Brown
Birch Grove Montessori Children's House LLC
4449 Harold Drive
Troy, MI 48085

RE: License #: DC630408205

**Birch Grove University Prep
2878 N. Rochester Road
Oakland Twp, MI 48363**

Dear Ms. Brown:

This letter is to advise you that the 02/07/2023 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 400.8134(2) Hand washing	The staff members in the infant/toddler room did not wash hands after each diapering.	Will meet after school to remind the staff members of the hand washing rule and keep it on the monthly staff reminders.	2/7/23
R 400.8134(3) Hand washing.	The staff did not ensure that one infant washed hand before meals.	Will meet after school to remind the staff members of the hand washing rule and keep it on the monthly staff reminders.	2/7/23

R 400.8134(3)(b) Hand washing'	The staff did not ensure that one infant washed hand after diapering.	Will explain to the staff that infants are old enough to wash hands after diapering and remind this rule in staff meetings.	2/7/23
R 400.8137(1)(b) Diapering; toileting.	The staff member did not use a sink exclusively for hand washing after diapering.	Will discuss this after school and put-up reminders above the sink stating their purpose.	2/7/23
R 400.8137(11)(c)(iv) Diapering; toileting.	The potty chairs were not rinsed and sanitized after use.	Staff will be reminded of the 3-step process for cleaning and post it in the bathroom.	2/7/23
R 400.8152(4) Medication; administrative procedures.	The Epi-Pen in the primary room did not have a pharmacy label indicating the physician's name, child's first and last name, instructions and name and strength of the medication.	Parent will be asked to provide the pharmacy label for the Epi-Pen.	2/10/23
R 400.8335(5) Food services and nutrition; provided by the center.	The staff members in the infant/toddler room prepared formula and did not come ready to feed from home.	The parents of the infants will be reminded of the rule and staff will remind them if needed.	2/7/23

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,



Bagvati Yedur, Licensing Consultant
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