



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 3, 2023

Elise Bos
Childtime Childcare, Inc.
21333 Haggerty Road
Suite 100
Novi, MI 48375

RE: License #: DC630412850
CT DBA Gilden Woods New Hudson
58019 Grand River Avenue
New Hudson, MI 48165

Dear Ms. Bos:

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 12/14/2022, I found 9 violations listed below and explained in the attached report:

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) (f) Professional development requirements.
R 400.8143 (6) (a) Children's records
R 400.8152 (4) Medication; administrative procedures
R 400.8173 (11) Equipment
R 400.8335 (8) (a) Food services and nutrition; provided by center
R 400.8335 (8) (b) Food services and nutrition; provided by center

Due to the violations, you must send us a corrective action plan by 01/23/2023. 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,



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 #:	DC630412850
Licensee Name:	Childtime Childcare, Inc.
Licensee Address:	21333 Haggerty Road Suite 100 Novi, MI 48375
Licensee Telephone #:	(248) 697-9106
Licensee/Designee:	Elise Bos, Designee
Name of Facility:	CT DBA Gilden Woods New Hudson
Facility Address:	58019 Grand River Avenue New Hudson, MI 48165
Facility Telephone #:	(248) 491-8055
Original Issuance Date:	07/13/2022
Capacity:	176
Age Range:	Ages Birth Thru 12 years
Program Components:	TRANSPORTATION PRESCHOOL SCHOOL AGE INFANT/TODDLER FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 12/14/2022
Date of Environmental Health Inspection: 07/05/2022
Date of Fire Safety Inspection: 05/13/2022
Date of Lead Hazard Risk Assessment, if applicable: N/A
Date of Documentation of Playground Compliance, if applicable: 05/26/2022

	No. of Records Reviewed	
No. of children enrolled in care	85	10
No. of staff employed	21	5
No. of volunteers	0	0
No. of children present at time of inspection	69	
No. of staff present at time of inspection	13	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	69	
Persons Interviewed:	Licensee/Licensee Designee	☒
	Program Director	☒
	Caregiving staff	☒

Approved Child Use Space: Infant Room 1, Infant Room 2, Faris Room, Lyric Room, Pedal Room, Adabelle Room, Terance Room, Pratt Room, Otis Room, Gym, and STEM Room

Approved Program Director: Deann Rega

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 free play with dolls, trucks, dramatic play, Legos, and coloring. I observed large group time which included story time. I also observed diapering, toileting, handwashing, meal preparation and meal service, and naptime. 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 400.8131 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 (C.S.) was hired on 03/14/2022 and she has not completed the training.

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 (C.S.) was hired on 03/14/2022 and she has not completed the training.

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 (C.S.) was hired on 03/14/2022 and she has not completed the training.

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:

(f) Precautions in transporting children, if applicable.

One of the five child care staff members did not complete precautions in transporting children training within 90 days of being hired.

Child care staff member (C.S.) was hired on 03/14/2022 and she has not completed the training.

R 400.8143 Children's records.

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

(a) For an infant, within the preceding 3 months.

One of the ten children's records reviewed was missing a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. The child's admission date was 06/13/2022.

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 the Adabelle Room, one child's epi-pen 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 400.8173 Equipment.

(11) Trampolines and bounce houses must not be used by children in care at the child care center.

I observed the children assigned to the Terance Room jumping on a bounce house in the gym. The bounce house was brought to the center by a toddler tumbling company hired by the center.

R 400.8335 Food services and nutrition; provided by center.

(8) All of the following apply to milk:
(a) Containers must be labeled with the date opened.

In the Otis Room, two gallons of milk were opened and not labeled with the date opened.

In the Adabelle Room, one gallon of milk was opened and not labeled with the date opened.

R 400.8335 Food services and nutrition; provided by center.

(8) All of the following apply to milk:
(b) Milk must be served within 7 days of opening.

In the Infant 2 Room, one gallon of milk was labeled with an open date of 11/30/2022 and the date of the on-site inspection was 12/14/2022.

Technical Assistance and Consultation were provided for the following:

- Center has a new child care license, therefore, child information cards should be reviewed and re-signed with new facility name.
- The employer phone number on the child information cards must not be blank.

- Lead caregivers' verification of education, credentials, and experience must be kept in their file or at MiRegistry.
- Update policy for illness exclusion to include staff and volunteers.
- Write exact names of medication on permission slip forms.
- Label water bottles with both first and last names.
- Update the contract that parents sign to include the correct information in R 400.8146 (1) (I) (i-iii).

IV. RECOMMENDATION

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



January 3, 2023

Alicia Wiggins
Licensing Consultant

Date