



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 10, 2023

Gail Hughey
West Branch Rose City Schools
147 E. State St.
West Branch, MI 48661

RE: License #: DC650020381
Rose City Fours E C E
515 Harrington St.
Rose City, MI 48654

Dear Ms. Hughey:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 01/04/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the on-site inspection the programming I observed included the following: free play, clean up, recall, circle time, small group activity and departure. I observed the caregivers' interactions with the children in care to be developmentally appropriate and responsive to their needs.

The violations that were found are:

MCL 722.115n Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.

(1) Except as otherwise provided in subsection (13), when a person, partnership, firm, corporation, association, governmental organization, or nongovernmental organization applies for or applies to renew a license to operate a child care center, group child care home, or family child care home under section 5m and before a group child care home or family child care home allows an individual to be a member of the household, or a child care center, group child care home, or

family child care home allows an individual to become a child care staff member, the department shall do all of the following...

Child care staff member Lynette Underwood is working in the classroom currently and her background check says pending info; she has not been found eligible.

R 400.8131 Professional development requirements.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.

Child care staff member Terrah Woelkers did not complete the 2022 Health and Safety refresher on miregistry.org.

R 400.8143 Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

I reviewed 10 child information cards. The following information was missing: (3) date of admission and (6) mother and or father's employer and or employer telephone number.

REPEAT VIOLATION ESTABLISHED
LSR Dated 11/01/2019
Corrective Action Plan Dated 11/05/2019

R 400.8143 Children's records.

(3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:

(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).

(b) A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

One of the 10 child files reviewed did not have a certificate of immunization or a waiver on file.

R 400.8167 Indoor space.

(3) A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.

During the on-site inspection I observed therapists taking child care children from the classroom; the children were taken to space that has not been approved by the department for child use.

During the exit conference, I provided technical assistance and consultation on the following: staff records must be accessible during an on-site inspection.

Due to the violations, you must send us a corrective action plan by 1/30/2023. 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, there will be no change to your license status.

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 (517) 284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in cursive script, reading "Cheree Riley", is enclosed within a thick black rectangular border.

Cheree Riley, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(989) 619-1651