



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 14, 2021

April Sunderlin-Cole
220 W. Lincoln, Suite B
Reed City, MI 49677

RE: License #: DC670304691
**Reed City Community Preschool
Suite B
220 W. Lincoln
Reed City, MI 49677**

Dear April Sunderlin-Cole:

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 5/13/2021, I found 5 violations. The violations are listed below and explained in the attached report:

- R 400.8131(10) Professional development requirements
- R 400.8143(1) Children's Records
- R 400.8143(11) Children's Records
- R 400.8161(1)(c) Emergency Procedures
- R 400.8161(1)(e) Emergency Procedures

Due to the violations, you must send us a corrective action plan by 6/6/2021. 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.

During calendar year 2020:	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 (616) 356-0100.

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

Sincerely,



Linda Strube, Licensing Consultant
Bureau of Community and Health Systems
2700 Baker St.
P.O. Box 4290
Muskegon Heights, MI 49444
(231) 215-4608

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC670304691
Licensee Name:	April Sunderlin-Cole
Licensee Address:	220 W. Lincoln, Suite B Reed City, MI 49677
Licensee Telephone #:	(231) 832-5751
Licensee/Designee:	N/A
Name of Facility:	Reed City Community Preschool
Facility Address:	Suite B 220 W. Lincoln Reed City, MI 49677
Facility Telephone #:	(231) 832-2603
Original Issuance Date:	01/07/2010
Capacity:	20
Age Range:	Ages 2 years 6 months Thru 5 years 0 months
Program Components:	PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 05/13/2021
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 03/08/2021 Certification of school Building fire safety provisions signed by school superintendent
 Date of Lead Hazard Risk Assessment, if applicable: 12/17/2009
 Date of Documentation of Playground Compliance, if applicable:

	No. of Records Reviewed	
No. of children enrolled in care	24	10
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	14	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	14	

Persons Interviewed: Licensee/Licensee Designee
 Program Director
 Caregiving staff

Approved Child Use Space: The preschool room is approved for child use space.
 Approved Program Director: Megan Gifford
 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 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.

(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.

Ms. Gifford did not ensure that all child care staff members who work directly with children had valid certifications in first aid and pediatric, child, and adult cardiopulmonary resuscitation. Child care staff member Ms. Lois Horstman's first aid/CPR certification was expired.

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.

Ms. Gifford did not ensure that child information cards were completed at the time of a child's initial attendance. Of 10 child information cards reviewed, 1 did not have the date of admission, and 1 did not have the date of the parent's signature.

R 400.8143

Children's records.

(11) A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

Ms. Gifford did not ensure that an accurate record of daily attendance including the time of each child's arrival and departure times. The time of arrival and departure of children was not maintained in the month of May 2021.

R 400.8161 Emergency procedres.

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(c) Other natural or man-made disasters.

Ms. Gifford did not ensure that written procedures for the care of children and staff for other natural or man-made disasters was developed.

R 400.8161 Emergency procedures.

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

Ms. Gifford did not ensure that written procedures for the care of children and staff for crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made disasters was developed.

IV. RECOMMENDATION

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

Linda Strube

05/17/21

Linda Strube
Licensing Consultant

Date