



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 26, 2023

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 4/18/2023, I found 7 violations. The violations are listed below and explained in the attached report:

R 400.8146(1)(b) Information provided to parents
R 400.8146(1)(d) Information provided to parents
R 400.8146(1)(e) Information provided to parents
R 400.8146(1)(h) Information provided to parents
R 400.8146(1)(j) Information provided to parents
R 400.8146(1)(k) Information provided to parents
R 400.8146(1)(l) Information provided to parents

Due to the violations, you must send us a corrective action plan by 5/16/2023. 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.

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,



Linda Strube, Licensing Consultant
 Bureau of Community and Health Systems
 Suite 11
 701 S. Elmwood
 Traverse City, MI 49684
 (231) 215-4608

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
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:	30
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): 04/18/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 02/09/2023
 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	27	10
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	17	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	17	
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: The preschool room is approved for child use space.
 Approved Program Director: Ms. Megan Gifford is the approved program director
 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 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(b) Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.

Ms. Gifford did not ensure that the written information packet provided to parents included a schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.

R 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(d) Discipline policy.

Ms. Gifford did not ensure that the written information packet provided to parents included the center's discipline policy.

R 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(e) Food service policy.

Ms. Gifford did not ensure that the written information packet provided to parents included the food service policy.

R 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(h) Parent notification plan for accidents, injuries, incidents, and illnesses.

Ms. Gifford did not ensure that the written information packet provided to parents included parent notification plan for accidents, injuries, incidents, and illnesses.

R 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(j) Medication policy.

Ms. Gifford did not ensure that the written information packet provided to parents included the center's medication policy.

R 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(k) Exclusion policy for child illnesses.

Ms. Gifford did not ensure that the written information packet provided to parents included the centers exclusion polity for child illnesses.

R 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(l) Notice of the availability of the center's licensing notebook. This notice must include all of the following:

(i) The licensing notebook contains all the licensing inspection and special investigation reports, and corrective action plans from at least the past 5 years.

(ii) The licensing notebook is available to parents during regular business hours.

(iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare. The website address must be in bold print.

Ms. Gifford did not ensure that the written information packet provided to parents included a notice of the licensing notebook.

IV. RECOMMENDATION

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

Linda Strube

04/27/2023

Linda Strube
Licensing Consultant

Date

