



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 22, 2022

Jamie Schutt
Otsego Christian Schools
PO Box 1365
Gaylord, MI 49734

RE: License #: DC690244692

RE: SI LOG #: **Otsego Christian Preschool
1377 M 32 East
Gaylord, MI 49735**

Dear Ms. Schutt:

This letter is to advise you that the 02/16/2022 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 400.8131(3) Professional development requirements.	Child care staff members Heather Mattson and Erin Firman did not complete training on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.	Trainings will be completed.	03/31/2022
R 400.8131(4) Professional development requirements.	Child care staff members Heather Mattson and Erin Firman did not complete	Trainings will be completed.	03/31/2022

	training on prevention and control of infectious disease training, including immunizations.		
R 400.8131(5) Professional development requirements.	Child care staff members Heather Mattson and Erin Firman did not complete training on the following: (a) Administration of medication. (b) Prevention of and response to emergencies due to food and allergic reactions. (c) Building and physical premises safety. (d) Emergency preparedness and response planning. (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants. (f) Precautions in transporting children, if applicable. (g) Child development.	Trainings will be completed.	03/31/2022
R 400.8131(6) Professional development requirements.	The following child care staff members did not complete the required 16 clock hours of training required annually: Patricia Green completed 13.25 hours of training in 2020, Jamie Schutt completed 3.5 hours of training in 2021, Patricia Green completed 3.5 hours of training in 2021 and Erin Firman completed 10.5 hours of training in 2021.	All staff will complete 16 clock hours of training annually.	2022
R 400.8131(10) Professional	Child care staff member Heather Mattson did not complete CPR and First	CPR and First Aid training was completed.	02/08/2022

development requirements.	Aid training within 90 days of hire.		
R 400.8131(12) Professional development requirements.	Child care staff members Jamie Schutt and Erin Firman did not complete the 2021 miregistry.org health and safety refresher training.	Trainings will be completed.	03/31/2022
R 400.8143(1) Children's records.	I reviewed 20 child information cards. The following information was missing: (3) mother and or father's employer and or employer telephone number, (1) allergies/special needs/special instructions, (1) permission for emergency medical treatment and (1) date signed.	All cards will be completed.	03/15/2022
R 400.8143(6) Children's records.	One of the 20 child I files I reviewed did not have physicals on file.	Missing physical is on file.	02/14/2022

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,

Cheree Riley

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