



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 10, 2023

Melissa REINELT
Gaylord Comm Schools
615 S Elm St.
Gaylord, MI 49735

RE: License #: DC690405109
South Maple Elementary School
650 East Fifth Street
Gaylord, MI 49735

Dear Ms. REINELT:

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 3/1/2023, I found *one violation*. The violation is listed below and explained in the attached report:

R 400.8143(1) Children's records.

Due to the violations, you must send us a corrective action plan by 3/30/2023. 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 and staffing plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2021:	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.	

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 .

Sincerely,



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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC690405109
Licensee Name:	Gaylord Comm Schools
Licensee Address:	615 S Elm Gaylord, MI 49735
Licensee Telephone #:	(989) 705-3018
Licensee/Designee:	Melissa REINELT, Designee
Name of Facility:	South Maple Elementary School
Facility Address:	650 East Fifth Street Gaylord, MI 49735
Facility Telephone #:	(989) 731-0648
Original Issuance Date:	09/08/2020
Capacity:	72
Age Range:	Ages Birth Thru 2 years 6 months Ages 2 years 6 months Thru 4 years 11 months Ages 5 years 0 months Thru 17 years
Program Components:	SCHOOL AGE FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/01/2023
Date of Environmental Health Inspection: N/A
Date of Fire Safety Inspection: 03/02/2023
Date of Lead Hazard Risk Assessment, if applicable: N/A
Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	98	15
No. of staff employed	12	5
No. of volunteers	0	0
No. of children present at time of inspection	46	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	46	

Persons Interviewed: Licensee/Licensee Designee ☐
 Program Director ☐
 Caregiving staff ☒

Approved Child Use Space: The facility is located inside of South Maple Elementary school building and includes: classroom 9, classroom 12, classroom 13, the gym/cafeteria and the media center.

Approved Program Director: Ms. Karla Hawkins is the approved program director.

Approved Central Administrator: none

Approved Variances: R400.8116(1) Karla Hawkins is approved as the multi-site school age director for Gaylord Community Schools.

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 the programming I observed included the following: toileting, outside play and departure. I observed the caregivers' interactions with the children in care to be developmentally appropriate and responsive 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 400.8143 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 15 child information cards. The following information was missing: (3) mother and or father's employer and or employer telephone number and (6) allergies/special needs.

**REPEAT VIOLATION ESTABLISHED
LSR Dated 03/03/2021
Corrective Action Plan Dated 03/04/2021**

During the exit conference, I provided technical assistance and on the following: handwashing sign missing from girl's restroom

IV. RECOMMENDATION

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



03/10/2023

Cheree Riley
Licensing Consultant

Date