



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 9, 2023

Kristin Wise
Child Dev Services Of Ottawa Co
Suite 220
100 South Pine
Zeeland, MI 49464

RE: License #: DC700309354
Coopersville Head Start
198 East Street
Coopersville, MI 49404

Dear Ms. Wise:

Delete everything below until the signature section. Enter autotext: renewalcover

Your Child Care Center license is renewed. It is valid only at your present address and is nontransferable. If you move, please notify us at least 30 days in advance.

You will be receiving the license in the mail. Please review it for accuracy.

SUBSTANTIAL COMPLIANCE – NO CAP

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, your regular license is renewed.

OR SUBSTANTIAL COMPLIANCE – CAP SUBMITTED

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. You have submitted an acceptable written corrective action plan covering the violations cited in the report. Therefore, your license is renewed.

OR SUBSTANTIAL VIOLATIONS – REFUSAL TO RENEW

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial violations of applicable licensing statutes and rules. Therefore, refusal to renew the license is recommended. You will be notified in writing of the department's intention and your options for resolution of this matter.

OR VIOLATIONS – CAP REQUESTED

Attached is the Licensing Study Report for the above referenced facility. Due to one or more rule violations, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and 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.

IF INFANT SAFE SLEEP VIOLATIONS

Due to the infant safe sleep violation(s), all of your infant caregivers must take training on infant safe sleep. This must be included in your corrective action plan. In addition, a follow up inspection may be made to check compliance with the infant safe sleep rules.

UPON RECEIPT OF A CAP – REGULAR LICENSE WILL BE ISSUED

Upon receipt of an acceptable corrective action plan, a regular license will be issued. If you fail to submit an acceptable corrective action plan, disciplinary action will result.

UPON RECEIPT OF CAP – PROVISIONAL WILL BE ISSUED (Delete all of the following paragraph *except for the first sentence* for governmental organizations issued an approval.)

A six-month provisional license is recommended. If you do not contest the issuance of a provisional license, you must indicate so in writing; this may be included in your corrective action plan or in a separate document. If you contest the issuance of a provisional license, you must notify this office in writing and an administrative hearing will be scheduled. Even if you contest the issuance of a provisional license, you must still submit an acceptable corrective action plan.

IF PARTIALLY EXEMPT CENTER

The school-age portion of your program continues to be exempt from licensing inspections pursuant to MCL 722.111(2). The Annual Documentation of Compliance form you submitted confirmed your ongoing compliance with the requirements of the Child Care Organizations Act (1973 PA 116), the child care center rules and the terms of your license for the school-age portion of your program.

Please be reminded that you are required to submit the Annual Documentation of Compliance form for the school-age portion of your program every year to demonstrate continued adherence to the requirements of 1973 PA 116, the child care center rules and the terms of your license. A reminder letter will be sent to you.

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) 356-0183.

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

Sincerely,

Dawnita M. Diaz, Licensing Consultant
Bureau of Community and Health Systems
Suite 200
12185 James Street
Holland, MI 49424
(616) 402-9376

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC700309354
Licensee Name:	Child Dev Services Of Ottawa Co
Licensee Address:	Suite 220 100 South Pine Zeeland, MI 49464
Licensee Telephone #:	(616) 786-0736
Licensee/Designee:	Kristin Wise, Designee
Name of Facility:	Coopersville Head Start
Facility Address:	198 East Street Coopersville, MI 49404
Facility Telephone #:	(616) 997-3625
Original Issuance Date:	09/16/2010
Capacity:	20
Age Range:	Ages 2 years 6 months Thru 5 years 11 months
Program Components:	TRANSPORTATION PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/09/2023
Date of Environmental Health Inspection: N/A
Date of Fire Safety Inspection:
Date of Lead Hazard Risk Assessment, if applicable:
Date of Documentation of Playground Compliance, if applicable:

No. of Records
Reviewed

No. of children enrolled in care
No. of staff employed
No. of volunteers
No. of children present at time of inspection
No. of staff present at time of inspection
No. of volunteers present at time of inspection
No. of children interviewed/observed

Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>
	Program Director	<input type="checkbox"/>
	Caregiving staff	<input type="checkbox"/>

Approved Child Use Space:
Approved Program Director:
Approved Central Administrator: If none, indicate "none". If yes, list the central administrator's name.
Approved Variances: If none, indicate "none". If yes, summarize any variances granted.
Key Indicator Inspection: Indicate yes or no.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

Language for Full Inspection

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.

-or-

Language for Key Indicator Inspection

This renewal inspection involved a review of applicable key indicator 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 some 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 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.

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.**
- (b) Health, safety, and nutrition.**
- (c) Family and community collaboration.**
- (d) Program management.**
- (e) Teaching and learning.**
- (f) Observation, documentation, and assessment.**
- (g) Interactions and guidance.**
- (h) Child care center administrative rules.**

R 400.8161 Emergency procedures.

(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

R 400.8161 Emergency procedures.

(6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.

IV. RECOMMENDATION

Choose one:

I recommend issuance of a regular license to this child care center.

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

Dawnita M. Diaz
Licensing Consultant

Date