



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 22, 2022

Tatherine Arkwood
Onaway Schools
4549 S M33
Onaway, MI 49765

RE: License #: DC710275232
Onaway Area Community Schools
4549 M-33 South
Onaway, MI 49765

Dear Ms. Arkwood:

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 11/21/2022, I found *eight violations*. The violations are listed below and explained in the attached report:

- R 400.8112(2)(b) Comprehensive background check; fingerprinting.**
- R 400.8131(12) Professional development requirements.**
- R 400.8134(3)(a) Hand washing.**
- R 400.8143(1) Children's records.**
- R 400.8146(1)(e) Information provided to parents.**
- R 400.8161(5) Emergency procedures.**
- R 400.8161(6) Emergency procedures.**
- R 400.8325(1) Sanitization.**

Due to the violations, you must send us a corrective action plan by 12/12/2022. 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, 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.	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,

A handwritten signature in cursive script, reading "Cheree Riley", is enclosed within a simple black rectangular border. The signature is written in a fluid, personal style.

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 #:	DC710275232
Licensee Name:	Onaway Schools
Licensee Address:	4549 S M33 Onaway, MI 49765
Licensee Telephone #:	(989) 733-8423
Licensee/Designee:	Tatherine Arkwood, Designee
Name of Facility:	Onaway Area Community Schools
Facility Address:	4549 M-33 South Onaway, MI 49765
Facility Telephone #:	(989) 733-4801
Original Issuance Date:	03/14/2006
Capacity:	90
Age Range:	Ages 2 years 6 months Thru 12 years
Program Components:	GSRP SCHOOL AGE FOOD SERVICE SCHOOL AGE-EXEMPT BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 11/21/2022
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 11/21/2022
 Date of Lead Hazard Risk Assessment, if applicable: 08/01/2018
 Date of Documentation of Playground Compliance, if applicable: 09/17/2018

		No. of Records Reviewed
No. of children enrolled in care	66	20
No. of staff employed	6	6
No. of volunteers	0	0
No. of children present at time of inspection	45	
No. of staff present at time of inspection	6	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	45	
Persons Interviewed:	Licensee/Licensee Designee	☒
	Program Director	☒
	Caregiving staff	☒

Approved Child Use Space: The approved child use space for the school age before and after school program includes the multimedia center in the high school wing and the cafeteria. The approved child use space for the early childhood education program includes room 404 and the commons in the elementary wing.

Approved Program Director: Ms. Tathy Arkwood is the approved school age program director and Ms. Colleen Janeczek is the approved early childhood 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 on-site inspection I observed the early childhood program and after school program. The programming I observed included the following: nap time, hand washing, snack, large group activity, departure, arrival and free play. 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 400.8112 Comprehensive background check; fingerprinting.

- (2) An applicant or licensee shall do all of the following:**
(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

Program director Colleen Janeczek did not have a completed and signed consent and disclosure form on file during the on-site inspection.

R 400.8131 Professional development requirements.

- (12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.**

Two preschool child care staff members did not complete the 2021 miregistry.org health and safety refresher. Four after school child care staff members did not complete the 2020 and 2021 miregistry.org health and safety refreshers.

REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 11/18/2021
Corrective Action Plan Dated 11/17/2021

R 400.8134 Hand washing.

- (3) Staff and volunteers shall ensure that children wash their hands at all of the following times:**
(a) Before meals, snacks, or food preparation experiences.

The after-school staff did not ensure that children wash their hand before snack; hand sanitizer was used.

REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 01/15/2020
Corrective Action Plan Dated 01/15/2020

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 10 after school program child information cards. The following information was missing: (10) date of admission, (1) parent's telephone number, (4) mother and or father's employer and or employer telephone number, (5) physician telephone number and (3) permission for emergency medical treatment.

REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 11/18/2021
Corrective Action Plan Dated 11/17/2021

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.

There was no food service policy in the handbook provided to parents of after school program children.

R 400.8161 Emergency procedures.

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

There was no fire drill completed for the preschool April – June 2022.

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.

There was only one tornado drill completed in 2021 for the preschool program.

REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 01/15/2020
Corrective Action Plan Dated 01/15/2020

R 400.8325 Sanitization.

(1) All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.

The multi-use tables used for the after-school program were not washed, rinsed and sanitized before and after use; the tables were only sanitized.

During the exit conference, I provided technical assistance and consultation on the following: recall list and rule book must be posted for after school program.

IV. RECOMMENDATION

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

A rectangular box containing a handwritten signature in cursive script that reads "Cheree Riley".

11/22/2022

Cheree Riley
Licensing Consultant

Date