



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 17, 2023

Ashley Lawrence
Charlton Heston Academy
1350 N Saint Helen Rd
Saint Helen, MI 48656

RE: License #: DC720385223
Charlton Heston Academy 1
1350 N Saint Helen Rd
Saint Helen, MI 48656

Dear Ms. Lawrence:

This letter is to advise you that the 08/17/2023 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
R400.8131(12) Professional development requirements.	Licensee designee/program director/child care staff member Ms. Ashley Lawrence had not completed the Health & Safety Ongoing 2022 Refresher course.	Ashley Lawrence will have 2022 Health and Safety course completed.	08/30/2023
R400.8152(2) Medication; administrative procedures.	Seven medication forms were reviewed and all seven of the forms had missing or incomplete information.	Heather Benson and Ashley Lawrence will be properly training by licensing and then will make a video to train staff on how to complete the form.	10/05/2023

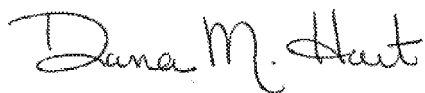
R400.8161(4) Emergency procedures.	Ms. Lawrence, Ms. Gage and Ms. Greer were unsure of where the crisis management plans were kept in the room and it took several minutes for them to locate the plans.	Heather Benson will tell the staff where they can find the plans and will randomly ask staff where the plans are placed.	08/31/2023
R400.8325(1) Sanitization.	Child care staff member Ms. Greer, stated that she takes the dishes and serving utensils home with her to wash. She stated she washes them by hand and she does not sanitize them.	Heather Benson will tell all staff that they are washing no dishes in the classroom or at home. If they have to wash any dishes they need to be washed in the elementary kitchen.	08/31/2023
R400.8550(4) Electrical service.	The large refrigerator in the room was plugged into an extension cord.	Heather Benson will ensure the fridge is moved to be plugged into an outlet.	08/30/2023

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,



Dana M. Hart, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(517) 388-4625