



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 13, 2023

Thelma Carter
St. Joseph County Intermediate School District
62445 Shimmel Road
Centreville, MI 49032

RE: License #: DC750268857

RE: SI LOG #: **Colon Elementary School**
328 E. State Street
Colon, MI 49040

Dear Ms. Carter:

This letter is to advise you that the 01/11/2023 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
R 400.8131(8) Professional development requirements.	The center did not have an on-going professional development plan that included all the training and professional development required by these rules.	The licensee designee stated that the center would develop an on-going professional development plan.	02/11/2023
R 400.8143(1) Children's records.	I reviewed eight child information cards and six cards were missing required information such as employment names and phone numbers, physician information,	The licensee designee stated that the center would obtain the missing information on the child information cards and update them as needed.	02/11/2023

	allergies/special needs, and release information.		
R 400.8149(1) Parent permission for transportation.	I reviewed eight child files and the center did not obtain two parent's written permission annually for routine transportation.	The licensee designee stated that the center would obtain parent signatures on the two routine transportation forms.	02/11/2023
R 400.8161(2) Emergency procedures.	The written emergency procedures did not include all of the required information for each emergency. The relocation site listed in the plan was the incorrect address. There was not a plan for contacting parents and reuniting families. A plan was not developed for how children with chronic medical conditions would be accommodated during each type of emergency.	The licensee designee stated that she will update the written emergency procedures.	02/11/2023

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 (616) 356-0183.

Sincerely,

Carrie Harris

Carrie Harris, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
PO Box 30664
Lansing, MI 48909
(269) 615-5617