



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  
**Colon Elementary School**  
**328 E. State Street**  
**Colon, MI 49040**

Dear Ms. Carter:

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 January 11, 2023, I found four violation(s) listed below and explained in the attached report:

- R 400.8131(8) Professional development requirements.
- R 400.8143(1) Children's records.
- R 400.8149(1) Parent permission for transportation.
- R 400.8161(2) Emergency procedures.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,

*Carrie Harris*

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

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC750268857
<b>Licensee Name:</b>	St. Joseph County Intermediate School District
<b>Licensee Address:</b>	62445 Shimmel Road Centreville, MI 49032
<b>Licensee Telephone #:</b>	(269) 467-5400
<b>Licensee/Designee:</b>	Thelma Carter, Designee
<b>Name of Facility:</b>	Colon Elementary School
<b>Facility Address:</b>	328 E. State Street Colon, MI 49040
<b>Facility Telephone #:</b>	(269) 432-2121
<b>Original Issuance Date:</b>	09/24/2004
<b>Capacity:</b>	36
<b>Age Range:</b>	Ages 3 years 6 months Thru 5 years 11 months
<b>Program Components:</b>	GSRP TRANSPORTATION PRESCHOOL FOOD SERVICE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 01/11/2023  
 Date of Environmental Health Inspection: 01/17/2017  
 Date of Fire Safety Inspection: 12/16/2022  
 Date of Lead Hazard Risk Assessment, if applicable: 11/18/2016  
 Date of Documentation of Playground Compliance, if applicable: 10/08/2007

		No. of Records Reviewed	
No. of children enrolled in care		16	8
No. of staff employed		5	5
No. of volunteers		1	1
No. of children present at time of inspection		14	
No. of staff present at time of inspection		3	
No. of volunteers present at time of inspection		0	
No. of children interviewed/observed		14	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
	Program Director	<input checked="" type="checkbox"/>	
	Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Classrooms 141 and 142 located within Colon Elementary School.

Approved Program Director: Ruthann Morrison is the approved preschool program director. Ms. Morrison was approved on September 15, 2017, and meets the requirements for R 400.8113(9)(a)&(16).

Approved Central Administrator: Thelma Carter is the approved central administrator. She was approved on April 4, 2022.

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 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.**

(8) An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules.

The center did not have an on-going professional development plan that included all the training and professional development required by these rules.

**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 eight child information cards and six cards were missing required information such as employment names and phone numbers, physician information, allergies/special needs, and release information.

**R 400.8149 Parent permission for transportation.**

(1) A center shall obtain a parent's written permission annually for routine transportation.

I reviewed eight child files and the center did not obtain two parent's written permission annually for routine transportation.

**R 400.8161 Emergency procedures.**

(2) The written procedures must include all of the following:

- (a) A plan for evacuation.
- (b) A plan for safely moving children to a relocation site.
- (c) A plan for shelter-in-place.
- (d) A plan for lockdown.
- (e) A plan for contacting parents and reuniting families.
- (f) A plan for how each child with special needs will be accommodated during each type of emergency.
- (g) A plan for how infants and toddlers will be accommodated during each type of emergency.
- (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

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.

A corrective action plan was requested and approved on 01/11/2023. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

#### IV. RECOMMENDATION

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

*Carrie Harris*

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Carrie Harris  
Licensing Consultant

Date