



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 22, 2022

Amanda Mattea
Detroit Public Schools Comm. District
16164 Asbury Park
Detroit, MI 48235

RE: License #: DC820019411

Maybury Elementary School
4410 Porter
Detroit, MI 48209

Dear Mrs. Mattea:

This letter is to advise you that the 03/22/2022 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 400.8110 Applicant; licensee; licensee designee; requirements.	The licensing notebook on the premises was incomplete. It did not have a licensing notebook summary sheet or all of the required reports. The facility did not have a no smoking or vaping sign posted.	Licensee designee will ensure that the summary sheet is filled out and put in the licensing notebook with all reports. The designee will send a copy of the required sign to the facility and have it posted.	03/22/2022
R 400.8143	All areas of child information cards were not thoroughly filled out.	Licensee will instruct staff to have parents complete all areas of cards and monitor for completion.	03/22/2022

R. 400.8143	There was no verification of parents receiving an information package	Parents will receive a copy of center handbook and signoff on Parent Information Package form. Licensee will monitor for completion.	03/22/2022
R. 400.8161	Tornado and fire drill records were not completed for 2020 and 2021	Licensee will have the lead teacher from the office and obtain the records and update the logs.	03/22/2022
400.8170 400.8173	There mulch on the playground was not of sufficient quantity. A current recall list was not posted. There was heavily worn furniture in the dramatic play area.	Mulch has been ordered and will be maintained as needed. A current list will be posted. The furniture will be removed and replaced.	03/22/2022
R 400.8131 Professional development requirements.	R Rodriguez did not complete module 2 of the health and safety training.	Licensee designee will ensure that all professional development is on file at the center.	03/22/2022
R 400.8131 Professional development requirements.	Staff did not complete 16 hours of training each year in 2020 and 2021.	Licensee designee will ensure that all professional development is on file at the center.	03/22/2022

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,

A handwritten signature in cursive script, appearing to read 'JW', is positioned below the word 'Sincerely,'.

Jacquelin Windham, Licensing Consultant
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