



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

November 10, 2022

Aderika McClain  
Wayne-Metro CAA  
8th Floor  
7310 Woodward Ave.  
Detroit, MI 48202

RE: License #: DC820274707  
**Wayne Metro Head Start - Hamtramck**  
**12031 Mitchell St.**  
**Hamtramck, MI 48212**

Dear Mrs. McClain:

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 November 7, 2022, I found 6 violation(s) listed below and explained in the attached report:

|                  |                           |
|------------------|---------------------------|
| R 400.3110(3)(c) | Applicant; licensee       |
| R 400.3112(2)(f) | Comprehensive background. |
| R 400.3131(5)    | Professional development  |
| R 400.3131(6)    | Professional development  |
| R 400.3131(12)   | Professional development  |
| R 400.3143(1)    | Children's records        |

Due to the violations, you must send us a corrective action plan by November 22, 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.

| <b>During calendar year:</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,



Jacquelin Windham, Licensing Consultant  
 Child Care Licensing Bureau  
 611 W. Ottawa Street  
 P.O. Box 30664  
 Lansing, MI 48909  
 (313) 938-6526

enclosure

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

**I. IDENTIFYING INFORMATION**

|                                |                                                           |
|--------------------------------|-----------------------------------------------------------|
| <b>License #:</b>              | DC820274707                                               |
| <b>Licensee Name:</b>          | Wayne-Metro CAA                                           |
| <b>Licensee Address:</b>       | 8th Floor<br>7310 Woodward Ave.<br>Detroit, MI 48202      |
| <b>Licensee Telephone #:</b>   | (313) 843-2550                                            |
| <b>Licensee/Designee:</b>      | Aderika McClain, Designee                                 |
| <b>Name of Facility:</b>       | Wayne Metro Head Start - Hamtramck                        |
| <b>Facility Address:</b>       | 12031 Mitchell St.<br>Hamtramck, MI 48212                 |
| <b>Facility Telephone #:</b>   | (313) 202-0290                                            |
| <b>Original Issuance Date:</b> | 09/20/2005                                                |
| <b>Capacity:</b>               | 192                                                       |
| <b>Age Range:</b>              | Ages Birth Thru 5 years 0 months                          |
| <b>Program Components:</b>     | PRESCHOOL<br>INFANT/TODDLER<br>HEAD START<br>FOOD SERVICE |

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 11/07/2022  
Date of Environmental Health Inspection: 08/15/2022  
Date of Fire Safety Inspection: 07/11/2022  
Date of Lead Hazard Risk Assessment, if applicable: **Verification requested**  
Date of Documentation of Playground Compliance, if applicable: **Verification requested**

|                                                 |    | No. of Records<br>Reviewed |
|-------------------------------------------------|----|----------------------------|
| No. of children enrolled in care                | 50 | 30                         |
| No. of staff employed                           | 18 | 18                         |
| No. of volunteers                               | 0  | 0                          |
| No. of children present at time of inspection   | 42 |                            |
| No. of staff present at time of inspection      | 15 |                            |
| No. of volunteers present at time of inspection | 0  |                            |
| No. of children interviewed/observed            | 42 |                            |

  

|                      |                            |                                     |
|----------------------|----------------------------|-------------------------------------|
| Persons Interviewed: | Licensee/Licensee Designee | <input type="checkbox"/>            |
|                      | Program Director           | <input checked="" type="checkbox"/> |
|                      | Caregiving staff           | <input type="checkbox"/>            |

Approved Child Use Space: Rooms: 103, 105, 107, 205, 207, 210  
Approved Program Director: Zena Manior  
Approved Central Administrator: Aderika McClain  
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 400.8110                      Applicant; licensee; licensee designee; requirements.**

**(3) All of the following must be in a place, accessible, and visible to parents:**

**(c) A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.**

On 11/7/2022, I did not locate a statement, anywhere in the center, indicating comprehensive background checks are completed.

**R 400.8112                      Comprehensive background check; fingerprinting.**

(2) An applicant or licensee shall do all of the following:

(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

A review of the child care background check (CCBC) database shows staff no longer working at the facility is still connected.

**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.

According to MiRegistry and the submitted records, all child care staff members have not completed the health and safety refresher courses for 2020, 2021 and 2022.

**R 400.8131                      Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward

annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

All child care staff members have not completed the initial health and safety training, modules 1 and 2.

#### **R 400.8131**

#### **Professional development requirements.**

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Child care center administrative rules.

A review of MiRegistry and the on-site records indicated all child care staff members did not complete 16 clock hours of professional development training for 2020 and 2021.

#### **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.

Eight of the twenty-two child information cards reviewed did not have the employers contact name or number. In addition, N/A is used which is a prohibited response.

Please submit furnace, hot water heater, playground and lead inspection reports as required for the file. The area rug in Room 210 needs to be recleaned as it appears to still have remnants of dirt.

During the onsite inspection on 11/07/2022, I inspected all approved childcare space. The building was clean and well organized. The center has a wealth of equipment for children's use. The staff are all very engaging with the children and provided appropriate care and supervision.

Mr. Brandon Robinson reviewed and provided consultation on staff record maintenance. A current and thoroughly completed staffing plan was also requested. I provided consultation and technical assistance on posted menus, the use of the current Parent Info Package (CCL-4340), where to locate the current product recall list, required postings should be easily located and in a conspicuous place. Follow-up is needed with MICR IP-101 report

The facility must maintain thorough verification of being in compliance with R. 400.8131(1) through (4).

#### **IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license.



11/14/2022

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Jacquelin Windham  
Licensing Consultant

Date