



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 3, 2021

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

RE: License #: DC820294650
Cooke
18800 Puritan
Detroit, MI 48223

Dear Mrs. Mattea:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 11/22/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

R 400.8110 Applicant; licensee; licensee designee; requirements.

(10) Written approval from the department must be obtained before making any changes in the terms of the license, including but not limited to, adding use space, changing age groups served, changing program components, changing the capacity of the center, or making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.

The facility is using room 108 for child care but it was not approved by the department. DPSCD is aware written approval is needed before adding new space.

R 400.8110

Applicant; licensee; licensee designee; requirements.

(5) The actual number and ages of children in care at any time must never exceed the number and ages of children for which the center is licensed.

The facility is licensed for 18 children, but an unlicensed room was opened allowing the facility to care for up to an additional 18 kids bringing the capacity to 36. The added space is not approved by the department.

Comprehensive background check; fingerprinting.

(3) An individual may serve as a child care staff member pending an eligibility determination by the department under sections 5n(8)... and shall be supervised at all times by the licensee or child care staff member who has been determined eligible.

The day of the onsite, I observed a caregiver providing care to 8 children. A check of the child care background check system (CCBC) indicates the staff had not been determined eligible. The staff person was not being supervised and has been working alone for awhile.

R 400.8113

Program director qualifications; responsibilities.

(1) Before hiring a new program director, a licensee or licensee designee shall submit a completed BCHS-CC 001 form, titled Child Care Licensing Information Request, and the credentials of the proposed program director to the department for review and approval.

A new program director was hired and is working in room 108. The department was not notified and the educational credentials and BCHS-CC 001 was not received.

Due to the violations identified in the report, **a written corrective action plan** is required. The corrective action plan is due 15 days from the date of this letter and 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.

The Department 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, please contact the local office at (517) 284-9730.

Sincerely,



Jacquelin Windham, Licensing Consultant
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