



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

3/6/2024

Joy Franklin
Carleton
11724 Casino, Detroit, MI, US, 48224

License Number: DC820294688

Dear Joy Franklin,

This letter is to advise you that the 3/5/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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
722.115n(3)	Three of the six child care staff members files reviewed did not the signed consent and disclosure form on file at the center.	All staff have completed the comprehensive background check and copy of the completed and signed forms for each staff will be filed in the licensing binder. All Pre-K staff are connected to the license number at site location via MI-LARA database; evidence of completed CCBC application with signatures and dates will be placed in the licensing binder in each classroom and documented on the staffing plan.	4/4/2024
R 400.8128	One of the six child care staff members files	Identified staff members will submit copy of TB	4/4/2024

	<p>reviewed did not have documentation of a negative TB on file at the center.</p>	<p>test results to be kept on file in the licensing binder onsite and documented on the staffing plan. Program Supervisor of Licensing will monitor onboarding process for newly hired staff to ensure all mandatory licensing documentation is filed onsite within the required timeframe.</p>	
<p>R 400.8113(9)</p>	<p>The center's program directors does not have the required 2 semester hours or 3.0 CEUs in child care administration.</p>	<p>Pre-K administration under licensee designee will assist to provide and submit supportive documentation on behalf of the department to adhere to the licensing requirement of 2 semester hours or 3.0 CEUs in childcare administration. Program supervisor and Pre-K director is currently working to ensure the following credentials are retrieved and in place for the exemption of the current program directors: Julie Detmer and Danielle Albrecht. Pre-K administration will continue to monitor credentialing requirements throughout Pre-K teaching positions in each identified Pre-K classroom.</p>	<p>Ongoing</p>
<p>R 400.8161(5)</p>	<p>The center did not complete quarterly fire drills in 2023. Fire drills were completed on 01/11/2023,</p>	<p>PreK teaching staff and administration will ensure emergency procedures are</p>	<p>Ongoing</p>

	05/08/2023, 10/11/2023 and 10/12/2023.	implemented to allow fire drills quarterly. Pre-K teaching staff and administration will monitor by completing a written log indicating dates and times of the drill and will be kept on site. Additional T/TA support will be in place to ensure staff are aware of their responsibilities during all emergency procedures. PreK teaching staff and administration will ensure all written procedures are kept and posted for staff and parents to view at all times.	
R 400.8161(6)	Two tornado drills were not completed in 2023.	PreK teaching staff and administration will ensure emergency procedures are implemented to allow at two tornado drills occur between the months of March through November. Pre-K teaching staff and administration will monitor by completing a written log indicating dates and times of the drill and will be kept on site. Additional T/TA support will be in place to ensure staff are aware of their responsibilities during all emergency procedures.	Ongoing
R 400.8110(4)	The center did not have a complete licensing	Pre-K teaching staff and Pre-K administration will	Ongoing

	<p>notebook with licensing inspection reports, special investigation reports and related corrective action plans for the last five years. The licensing notebook did not have a completed licensing notebook summary sheet.</p>	<p>ensure licensing notebook is in place on site accessible for parents to review at all times. Pre-K administration will ensure licensing notebook binder is compiled with any special investigation reports, inspection reports, and corrective action plans as outlined on the license notebook summary sheet, and license notebook summary sheet will be kept in the licensing notebook. Pre-K administration will provide support to the Pre- K classrooms in order to maintain the following licensing notebook for licensing requirements. PreK administration will monitor the following licensing notebook throughout the school year as needed regarding updates and/or changes.</p>	
--	---	--	--

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 Selika Johnson at 313-938-5922 or johnsons5@michigan.gov. In the event that Selika Johnson is not available and you need

to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in cursive script, appearing to read "S. Johnson". The signature is written in a light gray or blue ink.

Selika Johnson, Licensing Consultant