



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

May 12, 2021

Brian Samuel
 Matrix Human Services
 1400 Woodbridge
 Detroit, MI 48207

RE: License #: DC820299659

RE: SI LOG #: **Eternal Rock Head Start Center**
4300 Lonyo
Detroit, MI 48210

Dear Mr. Samuel:

This letter is to advise you that the 05/12/2021 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
R400.8110(3)(a)	The extension letter was not posted.	Center managers will make sure extension letters are posted alongside the license.	May 2021
R400.8112(2)(a)	Several staff were missing forms required by CCBC	Licensee designee will work with HR to make sure all applicable forms are in the staff files	May 2021
R400.8112(2)(d)	The CCBC portal is not accurate	Licensee designee will work with HR to maintain an accurate CCBC account	On-going
R400.8113(5)	A substitute program director was put in place prior to approval and prior to the department being	Licensee designee will inform the department when the program director will be out longer than 30 days,	On- going

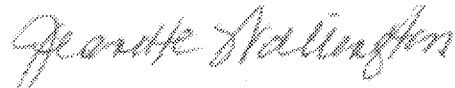
	informed about an extended leave of absence		
R400.8125(5)	Several staff did not have signed documentation acknowledging abuse and neglect.	Center managers will make sure staff paperwork are in their individual files.	On*going
R400.8173.(8)	An updated equipment list was not provided	An equipment list will be provided	May 2021

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 (313) 456-0380.

Sincerely,



Jeanette C. Wallington, Licensing Consultant
 Bureau of Community and Health Systems
 Cadillac Pl. Ste 9-100
 3026 W. Grand Blvd
 Detroit, MI 48202
 (313) 938-6221