



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

7/8/2024

Brian Samuel
Matrix Head Start-Lakewood Manor
14200 Kercheval, Detroit, MI, , 48215

License Number: DC820363595

Dear Brian Samuel,

This letter is to advise you that the 7/3/2024 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
R 400.8112(2)(c)	Staff files were not available for me to view during the inspection. The center did not provide the staffs consent and disclosure forms at the department's request.	Program management will ensure that if Program Director is not available another office staff will have keys to access staff files. Licensee, facilities, and program director will monitor usage of keys.	8/1/2024
R 400.8112(2)(e)	Two staff members are not being accurately maintained in the background check system. They were either expired or incorrectly disconnected.	Licensee and HR department will correct background check system to be maintained accurately. Staff members will be fingerprinted or disconnected. Licensee and HR department will do monthly checks to maintain accuracy of system.	8/1/2024

R 400.8134(2)(e)	I observed staff in Room 3 change two diapers and not wash their hands after the diaper changings.	Staff will be retrained on changing procedure by EDU/Health departments and Program Director will do daily checks to see if procedures are followed.	8/1/2024
R 400.8128	Staff files were not available for me to view during the inspection; staff did not have TB test results on file.	Program management will ensure that if Program Director is not available another office staff will have keys to access staff files. Licensee, facilities, and program director will monitor usage of keys.	8/1/2024
R 400.8125(5)	Staff files were not available for me to view during the inspection. Staff did not have proof of signed abused and neglect statements.	Program management will ensure that if Program Director is not available another office staff will have keys to access staff files. Licensee, facilities, and program director will monitor usage of keys.	8/1/2024
R 400.8131(6)	Staff files were not available for me to view during the inspection. MiRegistry shows that six out of six staff files reviewed did not have 16 clock hours of trained for calendar year 2022 or 2023.	Program management will ensure that if Program Director is not available another office staff will have keys to access staff files. Licensee, facilities, and program director will monitor usage of keys. Licensee and HR will review MiRegistry to ensure trainings are completed.	8/1/2024
R 400.8143(1)	Two out of ten children files reviewed did not have a child information record on file. Two out of ten children files reviewed had child	Child information cards have been completed. Office staff has been retrained on monitoring child information cards. Management and	Completed

	information records that were not signed.	Program Director will conduct monthly checks of child information cards.	
R 400.8143(3)	Four out of ten children files reviewed did not have immunization records on file.	Health and nutrition department will review children files with office staff and Program Director to ensure compliance. Program Director will review and monitor files throughout the year.	8/1/2024
R 400.8335(8)(a)	The silk and lactose milk did not have a date that the containers had been opened.	Nutrition department will conduct trainings to remind staff of labeling and dated milk that has been opened. Program Director will do daily checks on classrooms to ensure policy is being followed.	8/1/2024

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 Paris Howard at (313) 300-4317 or howardp10@michigan.gov. In the event that Paris Howard is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Paris Howard, Licensing Consultant