



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 15, 2022

Brian Samuel
Matrix Human Services
1400 Woodbridge
Detroit, MI 48207

RE: License #: DC820382296

RE: SI LOG #: 2022D0937015
Matrix Head Start-East Lake
1021 Clairpointe
Detroit, MI 48215

Dear Mr. Samuel:

This letter is to advise you that the 08/11/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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
R400.8125 Staff; volunteer; requirements	Staff failed to provide appropriate care and supervision to Child A and Child B during outdoor play time on 05/19/2022. The children were found at the front of the building with no adult supervision.	Compliance will be achieved by the staff making sure and going over their name to face chart, making sure they are always aware of the number of children that are in their care. Center manager will ask teachers when seeing them in the hallways, classrooms and going outside if they scanned and counted; matching the number of children with the wristbands they have.	Immediately and ongoing

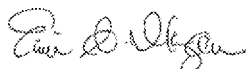
R400.8158 Incident, accident, injury, illness, death, fire reporting	The center failed to contact Child A and Child B's parents when their children were left unsupervised within 24 hours of the incident occurring on 05/19/2022. The parents were contacted on 06/02/2022.	Compliance will be achieved. The center manager will notify parents the same day that the incident happened. The center manager will have weekly staff meetings expressing again how important it is to notify the center manager as soon as something happens so that it can be reported in a timely manner as well as contact the child's family to make them aware of the situation	Immediately and ongoing
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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 (517) 284-9730

Sincerely,



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