



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 24, 2023

Brian Samuel  
Matrix Human Services  
1400 Woodbridge  
Detroit, MI 48207

RE: License #: DC820382296

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

Dear Mr. Samuel:

This letter is to advise you that the 04/06/2023 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
R 400.8131(6) Professional development requirements.	Six out of six staff files reviewed did not have 16 clock hours of training for 2021. Five out of six staff files reviewed did not have 16 clock hours of training for 2022.	All staff will take the required 16 annual clock hours of training. The program director will ensure that all staff complete the required hours and have documentation of the trainings being completed if they are not taken in MiRegistry.	4/6/2023
R 400.8131(12) Professional development requirements.	Five out of six staff files reviewed had a staff member who had not completed the health and safety refresher for 2021. One out of six staff files had not completed the health	All staff who had not taken required Health and Safety refreshers have completed them. Ongoing the program director will monitor the MiRegistry to ensure that all required trainings are	4/6/2023

	and safety refresher for 2021 or 2022.	completed. The program director will monitor trainings monthly.	
R 400.8134(2)(e) Hand washing.	A staff member changed four diapers and did not wash their hands after any of the diaper changes.	All East-Lake staff will wash their hands with soap and warm running water for at least 20 seconds after changing each child's diaper. The program director will monitor this by doing observations in classrooms daily. Additionally, the program director will train staff on handwashing procedures during staff meeting.	3/22/2023
R 400.8134(3)(b) Hand washing.	Four children had their diapers changed, none of the children washed their hands.	All staff will ensure that all children's hands are washed after diapering and toileting. The program director will monitor this by observing classrooms daily. Additionally, the program director will have staff meeting training staff on handwashing procedures and center policies.	3/22/2023
R 400.8137(1)(f) Diapering; toileting.	A staff member changed four diapers and did not wash rinse or sanitize the changing table after any of the diaper changes.	All staff will use the three step process after changing each child on the changing table. The program director will monitor by observing the classrooms daily. Additionally, the program director will have a staff meeting training staff on cleaning procedures and policies regarding diaper changing.	3/22/2023
R 400.8335(8)(a) Food services and nutrition; provided by the center.	There were three containers of milk, vitamin D, soy, and lactaid milk open in a classroom refrigerator. None of the milk containers had the date opened.	All staff that have refrigerators in their rooms will be sure to write the date that milk is opened on the carton once it is opened. The program director will monitor this by doing weekly checks to ensure that dates are on open milk cartons.	3/22/2023
R 400.8335(8)(b) Food services and nutrition; provided by the center.	There was soymilk container open in a classroom with an expiration date of 03/09/2023	All staff will serve and discard milk within seven days of opening. The center manager will monitor this by doing weekly checks on milk cartons.	3/22/2023

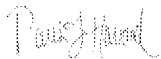
R 400.8380(5) Maintenance of premises.	The girls and boy's bathrooms both had walls with chipped/peeling paint.	The flaking peeling paint has been repaired in both the girls and boys bathroom. The program director will completely monthly checks of the center to ensure that it is maintained.	4/5/2023
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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,



Paris Howard, Licensing Consultant  
 Child Care Licensing Bureau  
 611 W. Ottawa Street  
 P.O. Box 30664  
 Lansing, MI 48909