



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 27, 2023

Amanda Mattea  
Detroit Public Schools Comm. District  
16164 Asbury Park  
Detroit, MI 48235

RE: License #: DC820413236  
**Mason Academy**  
**19955 Fenelon**  
**Detroit, MI 48234**

Dear Mrs. Mattea:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 02/13/2023, I found 7 violation(s) listed below and explained in the attached report:

- 400.8112(2)(b) Comprehensive background
- 400.8125(5) Staff; volunteer requirements
- 400.8131 (5) Professional development
- 400.8131(6) Professional development
- 400.8131(12) Professional development
- 400.8143(1) Children's records
- 400.8146 (2) Information provided to parents

Due to the violations, you must send us a corrective action plan by 03/10/2023. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Jacquelin Windham, Licensing Consultant  
 Child Care Licensing Bureau  
 611 W. Ottawa Street  
 P.O. Box 30664  
 Lansing, MI 48909  
 (313) 938-6526

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC820413236
<b>Licensee Name:</b>	Detroit Public Schools Comm. District
<b>Licensee Address:</b>	16164 Asbury Park Detroit, MI 48235
<b>Licensee Telephone #:</b>	(313) 873-1760
<b>Licensee/Designee:</b>	Amanda Mattea, Designee
<b>Name of Facility:</b>	Mason Academy
<b>Facility Address:</b>	19955 Fenelon Detroit, MI 48234
<b>Facility Telephone #:</b>	(313) 347-8855
<b>Original Issuance Date:</b>	09/01/2022
<b>Capacity:</b>	36
<b>Age Range:</b>	Ages 4 years 0 months Thru 5 years 0 months
<b>Program Components:</b>	GSRP TRANSPORTATION FOOD SERVICE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 02/13/2023  
 Date of Environmental Health Inspection: 07/14/2022  
 Date of Fire Safety Inspection: 01/12/2023  
 Date of Lead Hazard Risk Assessment, if applicable: 07/20/2022  
 Date of Documentation of Playground Compliance, if applicable: **Not approved**

		No. of Records Reviewed
No. of children enrolled in care		36      20
No. of staff employed		4      4
No. of volunteers		0      0
No. of children present at time of inspection		22
No. of staff present at time of inspection		3
No. of volunteers present at time of inspection		0
No. of children interviewed/observed		22
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input type="checkbox"/>

Approved Child Use Space: 127 and 128  
 Approved Program Director: R, Hicks and O. Ford  
 Approved Central Administrator: Amanda Mattea  
 Approved Variances: No  
 Key Indicator Inspection: No

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8112            Comprehensive background check; fingerprinting.**

**(2) An applicant or licensee shall do all of the following:**

**(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.**

The required consent and disclosure forms were not on file during the onsite inspection. The information is typically in the licensing binder which was not maintained.

**R 400.8125            Staff; volunteer; requirements.**

**(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:**

**(a) The individual is aware that abuse and neglect of children is against the law.**

**(b) The individual has been informed of the center's policies on child abuse and neglect.**

**(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.**

There were no signed abuse and neglect records for child care staff members. The information is typically in the licensing binder which was not maintained.

**R 400.8131            Professional development requirements.**

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.

O. Ford did not complete health and safety refresher training for 2021.

**R 400.8131**

**Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

Although having worked for the district for over 90 days, L. Jones and A. Jewell did not complete the initial health and safety modules 1 and 2.

**R 400.8131**

**Professional development requirements.**

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Child care center administrative rules.

O. Ford did not complete 16 clock hours of professional development for 2021 and 2022. Although she's working at a new location, she's been with the district for several years.

**R. 400.8143**

**Children's records.**

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Six of the child information cards were without employer or allergy information.

**R 400.8146**

**Information provided to parents.**

(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

The written, verification forms were not on file in six of the ten files reviewed.

I observed staff engaging children and providing appropriate care and supervision.

Technical assistance and consultation provided on the following:

Purchase additional play equipment as there does not appear to be an adequate amount. Each room is licensed for 18 children and there must be a **minimum** of 3, well stocked play spaces.

See Rule. 400.8173(5) in consultation manual for guidance.

What the district supplies in each area will be determined by the curriculum used. The rooms must also allow for adequate equipment/supplies to meet Rule. 400.8173(7).

Required postings must be on licensing boards. Please review district issued checklist for guidance.

Staff licensing binders should have copies of information listed on submitted staffing plan.

Immunization records must be maintained.

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license.



02/26/2023

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Jacquelin Windham  
Licensing Consultant

Date