



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 21, 2023

Kristi Hill
Community Lutheran Church
23984 Gilbraltor
Flat Rock, MI 48134

RE: License #: DC820413950

**Creative Learning Campus - West
28639 Division Street
Flat Rock, MI 48134**

Dear Mrs. Hill:

This letter is to advise you that the 03/20/2023 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 400.8125(5) Staff; volunteer; requirements.	One of the seven child care staff files reviewed did not have a signed written statement regarding child abuse and neglect.	Licensee designee will ensure that all missing documents are on file at the center.	03/10/2023
R 400.8131(2) Professional development requirements.	Two of the seven child care staff members have not completed the Health and Safety training, course 1 and 2.	Licensee designee will ensure that documentation for Health and Safety all child care staff members is on file at the center.	03/14/2023
R 400.8131(3) Professional development requirements.	Two of the seven child care staff members have not completed the Health and	Licensee designee will ensure that documentation for Health and Safety all child care staff members is on file at the center.	03/14/2023

	Safety training, course 1 and 2.		
R 400.8143(1) Children's records.	Six of the 10 child information cards reviewed were missing or incomplete. They were missing the following information: parent's employer name, work phone and date of admission.	Licensee designee will ensure that all children records are reviewed and updated.	04/09/2023
R 400.8143(3) Children's records.	Five of the 10 children records reviewed were missing immunizations on file at the center.	Licensee designee will ensure that all children records are reviewed and updated.	04/09/2023
R 400.8143(6) Children's records.	Four of the 10 children records reviewed did not have a signed physical evaluation on file at the center.	Licensee designee will ensure that all children records are reviewed and updated.	04/09/2023
R 400.8161(3) Emergency procedures.	In room 102 and 103, the fire, tornado, natural or man-made disaster and serious accident, illness or injury policy were not posted at the center.	Licensee designee will ensure that the emergency procedures are posted at the center.	03/20/2023

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,

A handwritten signature in cursive script, appearing to read "S. Johnson".

Selika Johnson, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(313) 938-5922