



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

July 18, 2018

Jody Wade  
Lake City Area Schools  
P. O. Box 900  
Lake City, MI 49651

RE: License #: DC570372441  
**Lake City Area Schools**  
**251 East Russell Street**  
**Lake City, MI 49651**

Dear Ms. Wade:

Your Child Care Center license is renewed. It is valid only at your present address and is nontransferable. If you move, please notify us at least 30 days in advance.

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 (231) 922-5309.

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

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Vander Lugt".

Jennifer Vander Lugt, Licensing Consultant  
BCHS/Child Care Licensing Department  
Suite 11  
701 S. Elmwood  
Traverse City, MI 49684  
(231) 342-2454

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC570372441
<b>Licensee Name:</b>	Lake City Area Schools
<b>Licensee Address:</b>	251 East Russell Street Lake City, MI 49651
<b>Licensee Telephone #:</b>	(231) 839-4333
<b>Licensee/Designee:</b>	Jody Wade, Designee
<b>Name of Facility:</b>	Lake City Area Schools
<b>Facility Address:</b>	251 East Russell Street Lake City, MI 49651
<b>Facility Telephone #:</b>	(231) 839-4333
<b>Original Issuance Date:</b>	10/12/2015
<b>Capacity:</b>	46
<b>Age Range:</b>	Ages 4 years 0 months Thru 12 years
<b>Program Components:</b>	PRESCHOOL SCHOOL AGE BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 05/30/2018  
 Date of Environmental Health Inspection: Not Applicable  
 Date of Fire Safety Inspection: Superintendent signed Certification  
 of Fire Safety Provisions 02/08/2018  
 Date of Lead Hazard Risk Assessment, if applicable: 07/22/2016  
 Date of Documentation of Playground Compliance, if applicable: Not Applicable

	No. of Records Reviewed	
No. of children enrolled in care	62	10
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	20	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	20	

Persons Interviewed: Licensee/Licensee Designee   
 Program Director   
 Caregiving staff

Approved Child Use Space: Room #6, Room #18, the library, auditorium, and the cafeteria are approved as child use space for preschool and school-age children. Room #2 is approved for school-age children.  
 Approved Program Director: Ms. Jody Wade is the approved program director.  
 Approved Central Administrator: There is no central administrator.  
 Approved Variances: None.  
 Key Indicator Inspection: No.

**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, I observed the preschool and after school components of the program. I observed rest time, free choice, snack, departure for some children and

transitions from one activity to another. I observed arrival, and free choice for the after-school program. Interactions between caregivers were appropriate and kind.

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

**R 400.8110            Licensee.**

**(3) The following shall be in a place accessible and visible to parents:**

**(c) A notice stating that the center requires a criminal history check on its employees and whether the center requires a criminal history check on its volunteers.**

Ms. Wade did not ensure that there was a statement as described above in a place accessible and visible to parents. This statement was in the handbook and Ms. Wade did not realize it needed to be posted.

**R 400.8131            Professional development requirements.**

**(4) All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including, but not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; and the child care center administrative rules. The center may count CPR and first aid training for up to 2 hours of the annual professional development hours in the year taken.**

Ms. Wade did not ensure that all caregivers completed 16 clock hours of professional development annually in 2017. The training completed is as follows:

- Caregiver, Julie Musselman completed a 50 minute training, a 33 minute training, a 20 minute training and a family and friends CPR training with no time listed.
- Caregiver, Tracy Schneider completed a 50 minute training, a 33 minute training, a 19 minute training, and a family and friends CPR training with no time listed.
- Caregiver, Lisa Blaszak completed a one hour training and a family and friends CPR training with no time listed.

Ms. Wade stated that she knew more professional development was required in 2017 for some caregivers.

**R 400.8143 Children's records.**

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

I reviewed 10 child information cards. One or more was missing the name of the center and a parent signature.

**R 400.8161 Emergency procedures.**

(1) Written procedures for the care of children and staff for each of the following emergencies shall be developed and implemented:

(c) Other natural or man-made disasters.

Ms. Wade did not ensure a written procedure for the care of children and staff for other natural and man-made disasters was developed. She stated that she thought that she had developed all required plans and did not know that this plan was missing.

**R 400.8161            Emergency procedures.**

(1) Written procedures for the care of children and staff for each of the following emergencies shall be developed and implemented:

(d) Serious accident/illness/injury.

Ms. Wade did not ensure that a written procedure was developed for serious accidents and injuries. She stated that she thought that she had developed all required plans and did not know that this plan was missing.

**R 400.8161            Emergency procedures.**

(2) The written procedures shall include all of the following:

(b) A method for contacting parents and reuniting families.

Ms. Wade did not ensure that the written procedures for fire and tornado emergency plans included a method for contacting and reuniting parents. Ms. Wade had a method but did not include it in the written plans. She stated that she will include this information in all future emergency plans.

**R 400.8161            Emergency procedures.**

(2) The written procedures shall include all of the following:

(c) A plan for how each child with special needs will be accommodated during each type of emergency.

Ms. Wade did not ensure that the written procedures for fire and tornado emergencies included a plan for how each child with special will be accommodated. Ms. Wade stated that she was not aware that this information needed to be included and she would include it on all future emergency plans.

**R 400.8173            Equipment.**

(8) A first aid kit shall be readily accessible to staff and securely stored in the center.

Ms. Wade did not ensure that the first aid kit included tweezers and scissors. She stated that she was not aware these items were needed and would include them.

During the inspection or a follow-up phone call with Licensee Designee, Ms. Jody Wade, I provided technical assistance regarding:

- Modification information
- Information provided to parents
- Volunteer Policy
- Licensee Designee Information
- Comprehensive background checks
- Medication administration

### III. RECOMMENDATION

I recommend issuance of a regular license to this child care center.

*Jennifer Vander Lugt*

July 18, 2018

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Jennifer Vander Lugt  
Licensing Consultant

Date