



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

November 13, 2018

Karen Crankshaw
KEC Enterprises Inc
807 Dukeshire
Portage, MI 49024

RE: License #: DC390022947
Otis Montessori Academy Inc
810 East Centre
Portage, MI 49002

Dear Mrs. Crankshaw:

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.

You will be receiving the license in the mail. Please review it for accuracy.

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. You have submitted an acceptable written corrective action plan covering the violations cited in the report. Therefore, your license is renewed.

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 (616) 356-0183.

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 Blake".

Jennifer Blake, Licensing Consultant
Bureau of Community and Health Systems
322 E. Stockbridge Ave
Kalamazoo, MI 49001
(269) 615-5347

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC390022947
Licensee Name:	KEC Enterprises Inc
Licensee Address:	807 Dukeshire Portage, MI 49024
Licensee Telephone #:	
Licensee/Designee:	Karen Crankshaw, Designee
Name of Facility:	Otis Montessori Academy Inc
Facility Address:	810 East Centre Portage, MI 49002
Facility Telephone #:	(269) 327-8277
Original Issuance Date:	
Capacity:	70
Age Range:	Ages 2 years 6 months Thru 6 years
Program Components:	PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 11/13/2018, 10/08/2018
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 10/03/2018
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 10/01/2018

		No. of Records Reviewed
No. of children enrolled in care	70	20
No. of staff employed	8	8
No. of volunteers	0	0
No. of children present at time of inspection	24	
No. of staff present at time of inspection	5	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	24	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The entire building with the exception of the kitchen on the main level is approved for child use space. The basement is only used in the event of a weather emergency.

Approved Program Director: The approved Program Director is Kristen Green.

Approved Central Administrator: none

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

R 400.8152 Medication; administrative procedures.

(4) Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.

A prescription cortisone cream did not have the original pharmacy label which indicates the physicians name, child's name, and other required information.

R 400.8152 Medication; administrative procedures.

(6) A caregiver shall give or apply any prescription or nonprescription medication according to the directions on the original container unless authorized by a written order of the child's physician.

A child that was under the age of 5 was administered medication that indicated a Dr's dosage instructions were required without the instructions.

R 400.8161 Emergency procedures.

(2) The written procedures shall include all of the following:
(b) A method for contacting parents and reuniting families.

The written emergency procedures did not include a clear method for contacting and reuniting families.

R 400.8161 Emergency procedures.

(3) The plans required by subrule (1)(a) to (d) shall be posted in a place visible to staff and parents.

The natural and man made disaster plans were not posted in a place visible to staff and parents.

III. RECOMMENDATION

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

Jennifer Blake

11/13/2018

Jennifer Blake
Licensing Consultant

Date