



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 27, 2019

Melissa George  
Spring Lake Public Schools  
Spring Lake Comm Cc  
345 Hammond  
Spring Lake, MI 49456

RE: License #: DC700020082  
Spring Lake Community Child Care  
345 Hammond St.  
Spring Lake, MI 49456

Dear Ms. George:

Attached is the Licensing Study Report for the above referenced facility. Due to one or more rule violations, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and 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. If you fail to submit an acceptable corrective action plan, disciplinary action will result.

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 "Rachel Arens".

Rachel Arens, Licensing Consultant  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 916-5074

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** DC700020082

**Licensee Name:** Spring Lake Public Schools

**Licensee Address:** Spring Lake Comm Cc  
345 Hammond  
Spring Lake, MI 49456

**Licensee Telephone #:** (616) 846-3180

**Licensee/Designee:** Melissa George, Designee

**Name of Facility:** Spring Lake Community Child Care

**Facility Address:** 345 Hammond St.  
Spring Lake, MI 49456

**Facility Telephone #:** (616) 846-3180

**Original Issuance Date:** 07/01/1988

**Capacity:** 43

**Age Range:** Ages 4 years 0 months Thru 12 years

**Program Components:** PRESCHOOL  
SCHOOL AGE  
BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 02/25/2019  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: N/A  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable:

		No. of Records Reviewed
No. of children enrolled in care	78 S/A, 20 Preschool	30
No. of staff employed	4 S/A, 2 Preschool	6
No. of volunteers	0	0
No. of children present at time of inspection	39	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	39	
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: Room 138, Gym  
 Approved Program Director: Melissa George is the School Age Program Director and Melissa Poll is the Preschool Program Director.  
 Approved Central Administrator: Meredith Long is the Central Administrator for the Preschool Program.  
 Approved Variances: none  
 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 400.8113                    Program director qualifications; responsibilities.**

**(17) Verification of the education, credentials, and experience of the program director shall be kept on file at the center.**

The preschool program's director qualifications should be accessible for review during on-site inspections completed by the Department.

**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.**

Child information cards for the school age program were missing 6 allergy/special needs information and 3 annual updates by parents. In the preschool program, 7 child information cards were missing allergy and special needs information, and 1 was missing a parent signature date.

Technical Assistance was offered on the following item:

- 1) Under the new fingerprinting regulations, consent and disclosure forms must be kept on file at the center for each staff member. See MCL 722.115n.

A corrective action plan was requested and approved on 02/27/2019. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

**IV. RECOMMENDATION**

Upon the receipt of an acceptable corrective action plan, I recommend approval of this child care center.



02/27/19

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Rachel Arens  
Licensing Consultant

Date