



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 12, 2019

Nicole Harris  
Pontiac School District  
47200 Woodward Ave.  
Pontiac, MI 48342

RE: License #: DC630297670  
**Frost Elementary School**  
**723 Cottage**  
**Pontiac, MI 48342**

Dear Ms. Harris:

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 (248) 975-5053.

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 Lietz".

Jennifer Lietz, Licensing Consultant  
Bureau of Community and Health Systems  
4th Floor, Suite 4B  
51111 Woodward Avenue  
Pontiac, MI 48342  
(517) 899-5987

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** DC630297670

**Licensee Name:** Pontiac School District

**Licensee Address:** 47200 Woodward Ave.  
Pontiac, MI 48342

**Licensee Telephone #:** (248) 451-7501

**Licensee/Designee:** Nicole Harris, Designee

**Name of Facility:** Frost Elementary School

**Facility Address:** 723 Cottage  
Pontiac, MI 48342

**Facility Telephone #:** (248) 451-7770

**Original Issuance Date:** 09/15/2008

**Capacity:** 256

**Age Range:** Ages 2 years 6 months Thru 5 years 11 months

**Program Components:** GSRP  
TRANSPORTATION  
PRESCHOOL  
FOOD SERVICE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/10/2019  
 Date of Environmental Health Inspection: 03/08/2019  
 Date of Fire Safety Inspection: 09/12/2017  
 Date of Lead Hazard Risk Assessment, if applicable: 08/08/2008  
 Date of Documentation of Playground Compliance, if applicable: 06/10/2016

		No. of Records Reviewed
No. of children enrolled in care	200	50
No. of staff employed	45	12
No. of volunteers	0	0
No. of children present at time of inspection	220	
No. of staff present at time of inspection	36	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	220	
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 center has 17 classrooms  
 Approved Program Director: Nicole Harris  
 Approved Central Administrator: None  
 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 400.8125                    Staff and Volunteers.**

(12) A written statement shall 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.

Six out of the 12 staff files reviewed did not have a signed abuse and neglect statement.

**R 400.8128                    Health of staff and volunteers.**

Evidence that all staff members and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering, shall be kept on file at the center.

Three out of the 12 staff files reviewed did not have a TB test.

**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.

The child information cards were not fully completed. Items missing included date of admission, parents work information, doctor's phone number, special needs and allergy information.

**R 400.8143                    Children's records.**

(3) At the time of initial attendance, 1 of the following shall be obtained and kept on file and accessible in the center for children under school-age:

(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of community health.

Eight of the 50 children's files reviewed did not have a certificate of immunization.

**R 400.8143 Children's records.**

(6) Within 30 days of initial attendance, 1 of the following shall be obtained and kept on file and accessible in the center:

(c) For preschoolers: A physical evaluation performed within the preceding year signed by a licensed health care provider. Any restrictions shall be noted.

Sixteen of the 50 children's files reviewed did not have health appraisals.

**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.

One child's inhaler was not its original container with the pharmacy label.

**R 400.8350 Toilets; hand washing sinks.**

(5) Hand washing sinks shall have warm running water not to exceed 120 degrees Fahrenheit.

A couple of the hand washing sinks exceeded 120 degrees Fahrenheit.

A corrective action plan was requested and approved on 04/10/2019. 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**

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

*Jennifer Lietz*

04/12/2019

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Jennifer Lietz  
Licensing Consultant

Date