



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 15, 2020

Mary Trucks  
FiveCAP Inc  
PO Box 37  
Scottville, MI 49454

RE: License #: DC530397943  
**Mason County Early Head Start Center**  
**585 N. Scottville Rd.**  
**Scottville, MI 49454**

Dear Ms. Trucks:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 01/14/2019, I found two violations listed below and explained in the attached report:

**R 400.8122 (7)      Lead caregiver; qualifications; responsibilities.**  
**R 400.8315 (1)      Food and equipment storage.**

Due to the violations, you must send us a corrective action plan by 02/04/2020. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan 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.

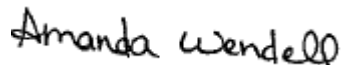
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2019:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,



Amanda Wendell, Licensing Consultant  
Bureau of Community and Health Systems  
2700 Baker St.  
P.O. Box 4290  
Muskegon Heights, MI 49444  
(231) 492-5410

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC530397943
<b>Licensee Name:</b>	FiveCAP Inc
<b>Licensee Address:</b>	302 North Main Street Scottville, MI 49454
<b>Licensee Telephone #:</b>	(231) 757-3785
<b>Licensee/Designee:</b>	Mary Trucks, Administrator
<b>Name of Facility:</b>	Mason County Early Head Start Center
<b>Facility Address:</b>	585 N. Scottville Rd. Scottville, MI 49454
<b>Facility Telephone #:</b>	(231) 757-3785
<b>Original Issuance Date:</b>	08/09/2019
<b>Capacity:</b>	16
<b>Age Range:</b>	Ages Birth Thru 3 years 0 months
<b>Program Components:</b>	INFANT/TODDLER FOOD SERVICE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 01/14/2020  
 Date of Environmental Health Inspection: 06/20/2019  
 Date of Fire Safety Inspection: 06/19/2019  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: N/A

	No. of Records Reviewed	
No. of children enrolled in care	0	0
No. of staff employed	4	4
No. of volunteers	0	0
No. of children present at time of inspection	0	
No. of staff present at time of inspection	1	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	0	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input type="checkbox"/>	

Approved Child Use Space: Classrooms #1 and #2  
 Approved Program Director: Lisa Fisher  
 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 400.8122                    Lead caregiver; qualifications; responsibilities.**

(7) Lead caregivers for infants and toddlers shall have 3 semester hours, 4.5 CEUs, or 45 hours of MiRegistry approved infant and toddler development and care practices within 6 months of hire. These semester hours or CEUs may satisfy a portion of the requirements of subrule (6) of this rule.

Ms. Fisher did not ensure that all lead caregivers have 3 semester hours, 4.5 CEUs, or 45 hours of MiRegistry approved infant and toddler development and care practices within 6 months of hire. Two of the three lead caregivers employed by the center for over six months do not have this required training.

**R 400.8315                    Food and equipment storage.**

(1) Each refrigerator must have an accurate working thermometer indicating a temperature of 41 degrees Fahrenheit or below.

Ms. Fisher did not ensure that the center's refrigerator has an accurate working thermometer.

During the exit conference, technical assistance/consultation was provided regarding the following:

- Emergency evacuation plans must include specific information on how infants and toddlers will be accommodated in each type of emergency.
- The center's disaster plan should include plans for dealing with various types of disasters. It is recommended that plans be developed for both internal and external disasters.
- The center's serious accident and injury plan should include that CPR will be administered as necessary.
- All child care staff members must complete trainings in accordance with **R 400.8131 (3), (4), and (5)** within the time frames specified in the rule.
- In accordance with Public Act 116, 722.114a Sec. 4a, prior to renewing a child care center's license, a copy of the licensee designee's valid driver license or valid government-issued identification card must be submitted to the department.

**IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan and a copy of the licensee designee's identification, I recommend renewal of this child care center.

*Amanda Wendell*

01/15/2020

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Amanda Wendell  
Licensing Consultant

Date