



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 1, 2020

April Cole
Childtime Childcare, Inc.
Suite 100
21333 Haggerty Road
Novi, MI 48375

RE: License #: DC500019815
Childtime Childrens Center
5959 24 Mile Road
Shelby Township, MI 48316

Dear Ms. Cole:

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 11/13/2020, I found *5 violations*. The violations are listed below and explained in the attached report:

R 400.8112 Comprehensive background check; fingerprints
R 400.8125 Staff, volunteer; requirements
R 400.8128 Staff, volunteer; tuberculosis
R 400.8143 Children's records
R 400.8305 Plan review; approval; inspections

Due to the violations, you must send us a corrective action plan by 12/23/2020. 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.

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

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 (810) 787-7031.

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

Sincerely,



Jennifer DeMuyneck, Licensing Consultant
 Bureau of Community and Health Systems
 4809 Clio Road
 Flint, MI 48504
 (586) 256-1005

Enclosure

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

I. IDENTIFYING INFORMATION

License #: DC500019815

Licensee Name: Childtime Childcare, Inc.

Licensee Address: Suite 100
21333 Haggerty Road
Novi, MI 48375

Licensee Telephone #:

Licensee/Designee: April Cole, Designee

Name of Facility: Childtime Children's Center

Facility Address: 5959 24 Mile Road
Shelby Township, MI 48316

Facility Telephone #: (586) 781-8680

Original Issuance Date:

Capacity: 100

Age Range: Ages Birth Thru 12 years

Program Components: TRANSPORTATION
PRESCHOOL
SCHOOL AGE
INFANT/TODDLER
FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 11/13/2020
 Date of Environmental Health Inspection: Pending
 Date of Fire Safety Inspection: 11/13/2020
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 2009

		No. of Records Reviewed
No. of children enrolled in care	65	18
No. of staff employed	9	9
No. of volunteers	0	0
No. of children present at time of inspection	52	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	52	
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 facility is located in a stand alone building in Shelby Twp. All rooms have been approved for use with the exception of the office and kitchen areas.

Approved Program Director: Jennifer Buechel
 Approved Central Administrator: None
 Approved Variances: No
 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 400.8112

Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(c) Provide to the department, upon request, a copy of the individual's completed and signed form or forms.

During a review of staff records I asked for consent forms and eligibility letters. Ms. Buechel was unable to provide the documents for three staff members.

R 400.8125

Staff; volunteer; requirements.

(5) A written statement must 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.

Three staff members were missing the written statement of knowledge of center's child abuse/neglect policies from their files at the time of inspection.

R 400.8128

Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member 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 (TB). Verification of TB status is required within 1 year before employment or volunteering.

Two staff members were missing the TB results from their files at the time of inspection.

Repeat Violation Established
Renewal Inspection Report 11/13/2018
Corrective Action Plan 12/11/2018

R 400.8143

Children's records.

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

- (a) For an infant, within the preceding 3 months.
- (b) For toddlers, within the preceding 6 months.
- (c) For preschoolers, within the preceding 12 months.

During a review of Children's records, I found five out of 15 were missing an updated physical evaluation.

**Repeat Violation Established
Renewal Inspection Report 11/13/2018
Corrective Action Plan 12/11/2018**

R 400.8305

Plan review; approval; inspections.

(2) An inspection must be conducted by the local health department, and an approval granted indicating compliance with all of the rules in this part, except R 400.8330, 400.8335, and 400.8340, at all of the following times:

- (c) Every 2 years, at the time of renewal, if the center provides food service where the food is prepared and served on-site, unless the kitchen is currently licensed to provide food service.

At the time of inspection, a Health/Environmental Inspection had not been completed or scheduled.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan I recommend the license be renewed.



12/1/20

Jennifer DeMuynck
Licensing Consultant

Date