



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 15, 2021

Kathleen Conroy
Childtime Childcare, Inc.
Suite 100
21333 Haggerty Road
Novi, MI 48375

RE: License #: DC630294577
Childtime Learning Center #0644
15636 J L Hudson Dr
Southfield, MI 48075

Dear Ms. Conroy:

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 05/14/2021, I found 3 violation(s) listed below and explained in the attached report:

- | | |
|-------------------|----------------------------------|
| R 400.8143 | Children's records. |
| R 400.8143 | Children's records. |
| R 400.8131 | Professional development. |

Due to the violations, you must send us a corrective action plan by 07/06/2021. 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 2020:	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 (248) 975-5053.

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

Sincerely,



Michelle Fruehan, Licensing Consultant
 Bureau of Community and Health Systems
 4th Floor, Suite 4B
 51111 Woodward Avenue
 Pontiac, MI 48342
 (248) 672-9158

Enclosure

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

I. IDENTIFYING INFORMATION

License#: DC630294577

Licensee Name: Childtime Childcare, Inc.

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

Licensee Telephone #:

Licensee/Designee: Kathleen Conroy, Designee

Name of Facility: Childtime Learning Center #0644

Facility Address: 15636 J L Hudson Dr
Southfield, MI 48075

Facility Telephone #: (248) 905-5300

Original Issuance Date: 08/08/2008

Capacity: 120

Age Range: Ages Birth Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE
INFANT/TODDLER
FOOD SERVICE
BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s):
 Date of Environmental Health Inspection: 03/01/2021
 Date of Fire Safety Inspection: 02/03/2021
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 04/20/2015

		No. of Records Reviewed
No. of children enrolled in care	80	10
No. of staff employed	19	5
No. of volunteers	0	0
No. of children present at time of inspection	48	
No. of staff present at time of inspection	11	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	48	
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: Infant 1, Infant 2, Toddler 1, Toddler 2, Two's, Early
 Preschool, Preschool and Pre-K rooms.
 Approved Program Director: Melissa Fowlkes
 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 400.8143 Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Child information cards were not complete. Child information cards had missing information, including physician phone numbers, parent employment phone numbers, and allergy information.

R 400.8143 Children's records.

(2) Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.

Child information cards were not updated annually.

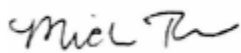
R 400.8131 Professional development.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

The licensee did not ensure that child care staff members took training published by the department of licensing and regulatory affairs or the department of education. Child care staff members did not take the 2020 Refresher Course as required by the department.

IV. RECOMMENDATION

Upon receipt of acceptable CAP, I recommend issuance of a regular child license.



06/15/2021

Michelle Fruehan
Licensing Consultant

Date

