



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

Report Type : Interim
Inspection Type: Interim

Date of Inspection: 5/16/2024
Date of Report: 6/4/2024

Licensee Name(s)	License Number
Bay City Public Schools	DC090310282
Capacity	Facility Name
36	Washington Elementary
Program Type	Licensee Designee(s)
Center	Heather M Novak
Central Administrator(s)	Program Director(s) Name
Heather M Novak	Jenna Lee Diener Qualifications: R 400.8113(7)(a) (12). Date PD Approved: 2018-08-10 Heather M Novak Qualifications: Date PD Approved: Danelle Y DeCorte Qualifications: R 400.8113(7)(b) (12). Date PD Approved: 2024-04-10
Facility Address	Mailing Address
1821 McKinley St., Bay City, MI, 48708	1012 Fremont Street, Bay City, MI, 48708
Facility Phone Number	Facility Email Address
9898942744	novakh@bcschools.net

Findings of the Inspection

A copy of this Interim inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when interim inspection reports are completed can be found under [Overview of Licensing Reports](#).

The purpose of the Interim inspection was to determine compliance with applicable licensing statutes and administrative rules for child care Center.

During the Interim inspection, licensing consultant Stacy Tomczak found 1 violations. The violations are listed and explained below. An acceptable written corrective action plan was received on 5/28/2024.

If you have any questions regarding the report, please contact licensing consultant, Stacy Tomczak, at 989-798-4738. In the event that Stacy Tomczak is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Inspection Details		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
114	1	1
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
10 : 30	10 : 6	0 : 0
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
29 : 29	5 : 5	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
No	Yes	Yes

Documentation of Required Inspections		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8131(12)	Professional development requirements. 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	Miranda Rivet, child care staff member, did not complete the health and safety refresher for 2023.	Violation Established

	MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.		
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Technical Assistance	
Rule Number	Rule
R 400.8161(8)	Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule. <i>Keep records of training.</i>

Bureau Recommendation
You have submitted an acceptable corrective action plan. I recommend no change in the status of the license.

Approved By:			
			
		6/04/2024	
Stacy Tomczak			
Licensing Consultant	Date		