



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

March 6, 2023

Gary Roper
 Standish Sterling Schools
 338 West State Street
 PO Box 560
 Sterling, MI 48659

RE: License #: DC060245543

RE: SI LOG #: **Sterling Elementary Preschool
 338 W. State PO 560
 Sterling, MI 48659**

Dear Mr. Roper:

This letter is to advise you that the 02/28/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8110(9)	The previous licensee designee Mr. Clinton Potts retired at the end of the 2021-2022 school year. Licensing was not notified until 11/16/2022 when I contacted the school regarding their expired license. There was no response from the school to the renewal packet information sent on	The new license designee, Gary M Roper, reported to Licensing Consultant Ellis, that he is now the license designee for the Sterling Elementary Preschool. Form will be filled out and submitted with the Corrective Action Plan. Gary Roper will monitor and maintain this part of the program moving forward.	Week of 3/30/23

	08/02/22 or the expiring license letter sent 09/22/22.		
R 400.8112(1)(c)	<p>Four of the six unsupervised child care staff members I observed on 12/21/2022 did not have eligibility determinations from the department. There was no attempt made by Standish-Sterling Schools to enter them into the comprehensive background check (CCBC) system until 12/22/2022 the day after my inspection. Ms. Gittins' date of hire is 08/20/21. She was entered into the CCBC system on 12/22/2022. She was never fingerprinted. She continued to work until the end of January. Ms. Walker was hired 10/27/2022. She was not entered into the CCBC system until 12/22/2022. Her eligibility was determined on 12/22/2022 based on her being previously cleared for another child care facility recently and her fingerprints still being active in the system. Ms. Herman was hired 08/29/2022. She was not entered into the CCBC system until 12/22/2022. Her eligibility was determined on 01/06/2023. Ms. Raymond-Patton was hired 11/04/2022. She was not entered into the CCBC system until 12/22/2022. Her eligibility was determined on 01/06/2023.</p>	<p>All six (6) employees in the GSRP programs have been fingerprinted and have been approved. Additionally, the Licensee Designee, Gary M Roper, was also fingerprinted and approved on Friday February 10, 2023. Jenna Gittens is no longer employed with Standish-Sterling Schools. Gary Roper will monitor and maintain this part of the program moving forward.</p>	<p>Month of January and February 2023</p>

R 400.8112(2)(a)	Ms. Gittins, Ms. Walker, Ms. Herman, and Ms. Raymond-Patton all required eligibility determinations. There was no attempt made by Standish Sterling Schools to obtain the completed and signed forms required to complete the comprehensive background checks until my inspection on 12/21/2022.	No employee that works in a GSRP classroom will be allowed to work in the classroom until the fingerprints and comprehensive background check is completed and approved. Gary Roper will monitor and maintain this part of the program.	Month of January and February 2023
R 400.8112(2)(d)	Four of the six unsupervised child care staff members I observed on 12/21/2022 were not entered into comprehensive background (CCBC) system. There was no attempt made by Standish-Sterling Schools to enter them into the comprehensive background check (CCBC) system until 12/22/2022 the day after my inspection. Ms. Gittins' date of hire is 08/20/21. She was entered into the CCBC system on 12/22/2022. Standish-Sterling School disconnected seven child care staff members on 08/26/2022 six days after Ms. Gittins date of hire but they made no attempt to add her to the system. She was never fingerprinted. She continued to work until the end of January 2023 and was disconnected from CCBC on 02/01/2023. Ms. Walker was hired 10/27/2022. She was not entered into the CCBC	No employee that works in a GSRP classroom will be allowed to work in the classroom until the fingerprints and comprehensive background check is completed and approved. This is a repeated violation and one that will not happen again moving forward. Gary Roper will monitor and maintain this part of the program.	Month of January and February 2023

	<p>system until 12/22/2022. Her eligibility was determined on 12/22/2022 based on her being previously cleared for another child care facility recently and her fingerprints still being active in the system. Ms. Herman was hired 08/29/2022. She was not entered into the CCBC system until 12/22/2022. Her eligibility was determined on 01/06/2023. Ms. Raymond-Patton was hired 11/04/2022. She was not entered into the CCBC system until 12/22/2022. Her eligibility was determined on 01/06/2023.</p>		
R 400.8113(3)(C)	<p>There was no annual evaluation completed by a program director for child care staff member Ms. Jenna Gittins.</p>	<p>As we go through an administrative transition with our program, there is much to learn regarding all things GSRP. Moving forward, all evaluations, fingerprinting, background checks, etc.... will be completed on time as required. Gary Roper will monitor and maintain this part of the program.</p>	<p>Month of January and February 2023</p>
R 400.8125(5)	<p>There was no written and signed statement regarding child abuse and neglect on file at the time of their hire for child care staff members Ms. Jenna Gittins, Ms. Kelsye Herman, Ms. Marlee Walker, and Ms. Michelle Raymond-Patton.</p>	<p>As we go through an administrative transition with our program, there is much to learn regarding all things GSRP. Moving forward, all evaluations, fingerprinting, background checks, etc.... will be completed on time as required. Completed on February 21, 2023. Gary Roper will monitor and maintain this part of the program</p>	<p>Month of January and February 2023</p>
R 400.8128	<p>There was no verification on file at the time of the 12/21/2022 inspection</p>	<p>Para pros Herman, Walker, Raymond-Patton and Conway have completed their TB shots</p>	<p>Month of January and</p>

	<p>verifying that child care staff members Ms. Jenna Gittins, Ms. Kelsye Herman, Ms. Marlee Walker, and Ms. Michelle Raymond-Patton were free from communicable tuberculosis.</p>	<p>and this is verified on the MiRegistry stating they are free from communicable tuberculosis. Gary Roper will monitor and maintain this part of the program.</p>	<p>February 2023</p>
R 400.8131(11)	<p>Verification of all professional development hours completed was not on file or on MiRegistry at the time of the onsite inspection on 12/21/2022. Ms. Wiedyk had verification on file for eight hours of training for 2020 only. Ms. Courtemanche had verification on file for fifteen hours of training for 2020 and ten hours for 2021. I advised Ms. Wiedyk of the issue and advised her to reach out to the Intermediate school district to obtain the verification. The verification has now been added to MiRegistry.</p>	<p>All required PD is up to date and registered in MiRegistry for Jennifer Wiedyk and Heather Courtemanche. Gary Roper will monitor and maintain this part of the program.</p>	<p>Month of January and February 2023</p>
R 400.8131(12)	<p>Program director Ms. Heather Courtemanche did not complete the 2021 and 2022 health and safety refresher courses on MIRegistry. Child care staff member Ms. Jennifer Wiedyk did not complete the 2022 health and safety refresher courses on MIRegistry.</p>	<p>Health and Safety refresher courses have been completed and are up to date for both Jennifer Wiedyk and Heather Courtemanche. Moving forward, they will be required to complete this training on time when published on MiRegistry. Gary Roper will monitor and maintain this part of the program.</p>	<p>Month of January and February 2023</p>
R 400.8131(3)	<p>Child care staff member Ms. Marlee Walker was hired 10/27/2022. She has not completed the above training. Child care staff member Ms. Kelsye</p>	<p>Required prevention training for Walker, Herman, Raymond-Patton, and Conway have been completed. Jenna Gittens is no longer employed at Standish-Sterling Schools. Gary Roper will</p>	<p>Month of January and February 2023</p>

	Herman was hired 08/29/2022. She did not complete the above training until 01/06/2023. Child care staff member Ms. Jenna Gittins was hired 08/20/2021. She did not complete the above training until 01/06/2023.	monitor and maintain this part of the program.	
R 400.8131(4)	Child care staff member Ms. Marlee Walker was hired 10/27/2022. She has not completed the above training. Child care staff member Ms. Kelsye Herman was hired 08/29/2022. She did not complete the above training until 01/06/2023. Child care staff member Ms. Jenna Gittins was hired 08/20/2021. She did not complete the above training until 01/06/2023.	Required prevention training for Walker, Herman, Raymond-Patton, and Conway have been completed. Jenna Gittens is no longer employed at Standish-Sterling Schools.	Month of January and February 2023
R 400.8131(5)	Child care staff member Ms. Jennifer Wiedyk was hired 11/20/2013. She did not complete the above training topics until 01/05/2023. Program director Ms. Heather Courtemanche was hired 08/30/2016. She did not complete the above training topics until 01/06/2023. Child care staff member Ms. Jenna Gittins was hired 08/20/2021. She did not complete the above trainings until 01/06/2023. Child care staff member Ms. Kelsye Herman was hired 08/29/2022. She did not complete the above training topics until 01/06/2023.	Required prevention training for Walker, Herman, Raymond-Patton, Wiedyk and Courtemanche and Conway have been completed. Jenna Gittens is no longer employed at Standish-Sterling Schools. Gary Roper will monitor and maintain this part of the program.	Month of January and February 2023

R 400.8143(1)	I reviewed the records of 10 enrolled children. Two child information cards were not signed and dated. One child information card was signed but not dated.	Children's records have been checked, updated and signed by a parent as required. Gary Roper will monitor and maintain this part of the program.	Month of January and February 2023
R 400.8143(3)(a)(b)	I reviewed the records of 10 enrolled children. Two children did not have and immunization record or appropriate waiver on file.	Children's immunization records have been checked, updated and signed by a parent as required. Gary Roper will monitor and maintain this part of the program.	Month of January and February 2023
R 400.8143(6)(c)	I reviewed the records of 10 enrolled children. One child did not have documentation of a physical evaluation on file. One child had a health appraisal form on file by the back of the form where the physical evaluation would be documented was blank.	Children's physical evaluation records have been checked, updated and signed by a parent as required. Gary Roper will monitor and maintain this part of the program	Month of January and February 2023
R 400.8161(7)	There were no fire and tornado drill logs available for review during the 12/21/2022 inspection. The school's principal stated they were emailed to me 12/22/2022 but I have not received an email with the drills to review.	A copy of all drills from the past two school years and the current school year have been posted in the classroom, saved in the classroom binder and at the office for review. Gary Roper will monitor and maintain this part of the program.	Month of January and February 2023
R 400.8305(2)	The last environmental health inspection report submitted was for the 2020 renewal. Ms. Wiedyk reported that she requested the environmental health inspection. The inspection report must be submitted to licensing.	As of February 14, 2023, the school is still waiting for the health department to conduct this inspection. Once completed, the results will be submitted to Jeannie Ellis immediately. Gary Roper will monitor and maintain this part of the program moving forward.	Month of January and February 2023

It is expected that the corrective action plan will be implemented within the time frames as outlined in your 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.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (866) 865-0006.

Sincerely,

A handwritten signature in cursive script that reads "Jeannie C. Ellis".

Jeannie Ellis, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(989) 590-0191