



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 13, 2023

Jennifer Wiedyk  
Standish Sterling Schools  
338 West State Street  
PO Box 560  
Sterling, MI 48659

RE: License #: DC060245543  
**Sterling Elementary Preschool**  
**338 W. State PO 560**  
**Sterling, MI 48659**

Dear Ms. Wiedyk:

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 12/21/2022, I found 18 violations listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8110(9) Applicant; licensee; licensee designee; requirements.
- R 400.8112(1)(c) Comprehensive background check; fingerprinting.
- R 400.8112(2)(a) Comprehensive background check; fingerprinting.
- R 400.8112(2) Comprehensive background check; fingerprinting.
- R 400.8113(3)(C) Program director qualifications; responsibilities.
- R 400.8125(5) Staff; volunteer; requirements.
- R 400.8128 Staff; volunteer; tuberculosis.
- R 400.8131(11) Professional development requirements.
- R 400.8131(12) Professional development requirements.
- R 400.8131(3) Professional development requirements.
- R 400.8131(4) Professional development requirements.
- R 400.8131(5) Professional development requirements.
- R 400.8143(1) Children's records.
- R 400.8143(3) Children's records.
- R 400.8143(6) Children's records.
- R 400.8161(7) Emergency procedures.
- R 400.8305(2)(b) Plan review; approval; inspections.

Due to the violations, you must send us a corrective action plan by 03/03/2023. 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.

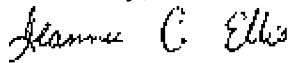
I recommend issuance of a 1st provisional license. If you accept the provisional license, you must sign and return the enclosed waiver form. If you do not accept the provisional license, the matter will be forwarded to the disciplinary unit.

<b>During calendar year 2021:</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 (517) 284-9730.

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

Sincerely,



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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC060245543
<b>Licensee Name:</b>	Standish Sterling Schools
<b>Licensee Address:</b>	338 West State Street Sterling, MI 48659
<b>Licensee Telephone #:</b>	(989) 654-2367
<b>Licensee/Designee:</b>	Clinton Potts, Designee
<b>Name of Facility:</b>	Sterling Elementary Preschool
<b>Facility Address:</b>	338 W. State PO 560 Sterling, MI 48659
<b>Facility Telephone #:</b>	(989) 654-2367
<b>Original Issuance Date:</b>	01/24/2002
<b>Capacity:</b>	38
<b>Age Range:</b>	Ages 4 years 0 months Thru 6 years
<b>Program Components:</b>	GSRP TRANSPORTATION PRESCHOOL FOOD SERVICE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 12/21/2022  
 Date of Environmental Health Inspection: Still needed  
 Date of Fire Safety Inspection: 11/18/2022  
 Date of Lead Hazard Risk Assessment, if applicable: 08/21/2017  
 Date of Documentation of Playground Compliance, if applicable: 06/27/2019

		No. of Records Reviewed
No. of children enrolled in care	36	10
No. of staff employed	6	6
No. of volunteers	0	0
No. of children present at time of inspection	34	
No. of staff present at time of inspection	6	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	34	
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 approved child use space includes classrooms 1 and 2 as well as the school gymnasium and library.

Approved Program Director: Ms. Heather Courtemacheis is the approved program director. Ms. Jennifer Wiedyk's approval is pending the replacement of the former central administrator.

Approved Central Administrator: This facility currently has no approved central administrator.

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.

The daily activity programming during the onsite inspection included, recess, rest time and lunch.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8110            Applicant; licensee; licensee designee; requirements.**

(9) Within 5 business days, the licensee shall notify the department of the separation of a licensee designee, program director, or a central administrator approved under R 400.8113(12), and a plan for replacement of the individual.

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 08/02/22 or the expiring license letter sent 09/22/22.

**R 400.8112            Comprehensive background check; fingerprinting.**

(1) Pursuant to section 5n of the act, MCL 722.115n, before an individual has unsupervised contact with children, the department shall determine the individual's eligibility to be any of the following:

(c) A child care staff member.

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.

**REPEAT VIOLATION ESTABLISHED:  
See Licensing Study Report (LSR) dated 10/28/2020.  
Corrective Action Plan (CAP) signed 11/11/2020.**

**R 400.8112            Comprehensive background check; fingerprinting.**

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

(a) Ensure that each individual who requires an eligibility determination under subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, [www.michigan.gov/ccbc](http://www.michigan.gov/ccbc). The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.

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.

**R 400.8112                      Comprehensive background check; fingerprinting.**

- (2) An applicant or licensee shall do all of the following:
  - (d) Establish and activate an account and accurately enroll each individual listed in subrule (1) of this rule in the child care background check system.

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 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 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.

**R 400.8113                      Program director qualifications; responsibilities.**

- (3) All program directors are responsible for the general management of the center, including the following minimum responsibilities:
  - (c) Monitoring staff, including an annual evaluations.

There was no annual evaluation completed by a program director for child care staff member Ms. Jenna Gittins.

**REPEAT VIOLATION ESTABLISHED**

See LSR dated 10/28/2020.

See CAP signed 11/11/2020.

**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.

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.

**REPEAT VIOLATION ESTABLISHED:**

**See LSR dated 10/28/2020.**

**See CAP signed 11/11/2020.**

**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.

There was no verification on file at the time of the 12/21/2022 inspection 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.

**R 400.8131 Professional development requirements.**

(11) Verification of all professional development required by this rule must be kept on file at the center or online at MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.

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 15 hours of training for 2020 and 10 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.

**R 400.8131 Professional development requirements.**

(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.

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.

**R 400.8131 Professional development requirements.**

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

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.

**REPEAT VIOLATION ESTABLISHED:**

**See LSR dated 10/28/2020.**

**See CAP signed 11/11/2020.**

**R 400.8131 Professional development requirements.**

(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.

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.

**REPEAT VIOLATION ESTABLISHED:**

**See LSR dated 10/28/2020.**

**See CAP signed 11/11/2020.**

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

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.

**REPEAT VIOLATION ESTABLISHED**

**See LSR dated 10/28/2020.**

**See CAP signed 11/11/2020.**

**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.

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.

**R 400.8143 Children's records.**

- (3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:
  - (a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).
  - (b) A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

I reviewed the records of 10 enrolled children. Two children did not have an immunization record or appropriate waiver on file.

**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:

(c) For preschoolers, within the preceding 12 months.

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 but the back of the form where the physical evaluation would be documented was blank.

**R 400.8161            Emergency procedures.**

(7) A written log indicating the date and time of fire and tornado drills must be kept on file at the center.

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.

**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:

(b) Every 2 years, at the time of renewal, if the center has a private well or septic.

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.

**IV. RECOMMENDATION**

Upon the receipt of an acceptable corrective action plan, I recommend the issuance of a six-month 1<sup>st</sup> provisional license to this child care center (capacity 38).

*Jeannie C. Ellis*

February 13, 2023

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Jeannie Ellis  
Licensing Consultant

Date

*Jose G. Pofferty*

February 13, 2023

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Rose A. Rafferty  
Manager, Gaylord Section  
Child Care Licensing Bureau  
(989) 423-9687

Date