



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 16, 2023

Brenda Bradbury
Northeast Michigan Community Service Agency
2569 US 23 South
Alpena, MI 49707

RE: License #: DC060388876
Sterling ECC
338 W. State Street
Sterling, MI 48659

Dear Ms. Bradbury:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 02/14/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

R 400.8110 Applicant; licensee; licensee designee; requirements.

(12) The following records must be retained and available to the department:

(a) The name, address, and telephone number for each child enrolled and each employee for at least 2 years after the individual leaves the center.

Ms. Bradbury did not have name, address, and telephone number for Lisa Daniels or Heidi Klender available to the department when requested during an onsite visit.

REPEAT VIOLATION ESTABLISHED
LSR Dated 03/03/2022
Corrective Action Plan Dated 04/04/2022

R 400.8112(2)

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. The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.

(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

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

(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.

(e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

Ms. Bradbury did not maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license. During an onsite inspection, staff were unable to provide a copy of child care staff members Lisa Daniels and Heidi Klender completed and signed form or forms for the child care background check system.

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.

Ms. Bradbury failed to ensure a written signed and dated statement that child care staff members Lisa Daniels and Heidi Kender is aware that abuse and neglect of children is against the law.

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:

(b) The individual has been informed of the center's policies on child abuse and neglect.

Ms. Bradbury failed to ensure a written signed and dated statement that child care staff members Lisa Daniels and Heidi Kender is were informed of the center's policies on child abuse and neglect.

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:

(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.

Ms. Bradbury failed to ensure a written signed and dated statement that child care staff members Lisa Daniels and Heidi Kender knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

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 perweek 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.

Ms. Bradbury failed to keep on file at the center, evidence to verify that child care staff members Lisa Daniels and Heidi Klender are free from communicable tuberculosis (TB).

R 400.8131 Professional development requirements.

(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.

Ms. Bradbury failed to retain valid first aid and CPR certificates on file in the center for Lisa Daniels and Heidi Klender.

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.

Ms. Bradbury failed to ensure that child care staff member Heidi Klender read and acknowledge the document or complete the activity within 6 months of the notice of a new health and safety update document or a new health and safety update training activity has been published on MiRegistry.

Due to the violations, you must send us a corrective action plan by 03/01/2023. 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.

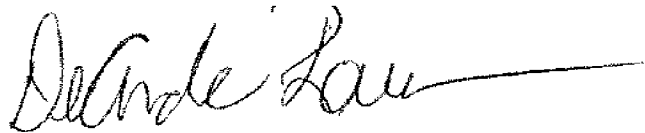
During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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,



DeAndre Lawson, Licensing Consultant
Bureau of Community and Health Systems
Ste 3
931 S Otsego Ave
Gaylord, MI 49735