



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 29, 2022

Malina Welke  
St. Charles School  
79 Harrison St  
Coldwater, MI 49036

RE: License #: DC120081993  
**St Charles School**  
**79 Harrison**  
**Coldwater, MI 49036**

Dear Ms. Welke:

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 4/28/2022, I found four violation(s) listed below and explained in the attached report

- R 400.8143(1) Children's records.
  
- 400.8110(4) Applicant; licensee; licensee designee; requirements.
  
- 400.8110(14) Applicant; licensee; licensee designee; requirements.
  
- R 400.8161(4) Emergency procedures.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

<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,



Charnell Lennox, Licensing Consultant  
 Bureau of Community and Health Systems  
 611 West Ottawa St.  
 PO Box 30664  
 Lansing, MI 48909

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC120081993
<b>Licensee Name:</b>	St. Charles School
<b>Licensee Address:</b>	79 Harrison St Coldwater, MI 49036
<b>Licensee Telephone #:</b>	
<b>Licensee/Designee:</b>	Malina Welke, Designee
<b>Name of Facility:</b>	St Charles School
<b>Facility Address:</b>	79 Harrison Coldwater, MI 49036
<b>Facility Telephone #:</b>	(517) 279-0404
<b>Original Issuance Date:</b>	08/26/1998
<b>Capacity:</b>	39
<b>Age Range:</b>	Ages 3 years 0 months Thru 12 years
<b>Program Components:</b>	PRESCHOOL SCHOOL AGE-EXEMPT BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/28/2022  
 Date of Environmental Health Inspection: 11/17/2021  
 Date of Fire Safety Inspection: 04/05/2022  
 Date of Lead Hazard Risk Assessment, if applicable: 01/11/2012  
 Date of Documentation of Playground Compliance, if applicable: n/a

		No. of Records Reviewed
No. of children enrolled in care	19	19
No. of staff employed	6	6
No. of volunteers	0	0
No. of children present at time of inspection	9	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	9	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Two classrooms within St. Charles school and the gymnasium are approved for child use.  
 Approved Program Director: Malina Welke  
 Approved Central Administrator: None  
 Approved Variances: No.  
 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 400.8110**            **Applicant; licensee; licensee designee; requirements.**

**(14) A center shall post a notice in a place accessible and visible to parents, staff, and visitors stating that smoking and vaping are prohibited in the center and on the center's property.**

A no smoking and no vaping sign were not posted where they could be easily seen.

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

**(4) There must be a licensing notebook on the premises that includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook. The notebook must be in a place accessible to parents and prospective parents at all times during the center's normal hours of operation.**

A licensing notebook must be created and only contain documents from the department.

**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.

The child information records were missing acknowledgement of allergy section and must be re-created or use the departments most current version.

**R 400.8161**            **Emergency procedures.**

(4) The crisis management plan required by subrule (2) of this rule must be maintained in a place known and easily accessible to all personnel.

Child care staff members did not know when asked where the child information cards were located.

A corrective action plan was requested and approved on 04/29/2022. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

#### IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.

*Charnell Lennox* 4/29/2022

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Charnell Lennox  
Licensing Consultant

Date