



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 14, 2022

Lynn Johnston
St Johns Lutheran Church
603 Mccleary St
Dowagiac, MI 49047

RE: License #: DC140018825

RE: SI LOG #: **St John's Child Care & Learning Center**
603 Mccleary Street
Dowagiac, MI 49047

Dear Ms. Johnston:

This letter is to advise you that the 06/08/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

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

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 400.8143 (1)	Ten child files were reviewed. Seven of 10 child information cards were missing information including employer name, employer telephone number, allergies, and parent signature date.	Each time a child information card is filled out, whether at the time of a child's initial attendance or the yearly update, the cards will be reviewed by the director or office staff personnel as soon as they are returned to make sure the parents have included all the required information. If more information is needed, it will be immediately given back to the	Ongoing

		parent/guardian for completion. The parent/guardian will be asked to complete the missing information on the spot, if that is not possible, the parents will be given until the next day to complete the child information card. If needed, we can obtain emergency contacts through our computer system.	
R 400.8146 (2)	None of the child files reviewed had verification the parent received the written information packet.	New information packets will be put together and given to currently enrolled families that will include a verification sheet. Records will be kept as to who has returned the verification sheets and who has not, sending frequent reminders and personally approaching parents that have not returned the verification sheet with blank verifications sheets to get them to comply. New families will be provided with information packets and verification sheets at their time of enrollment. This will be ongoing throughout the rest of the summer as some of our families do not attend during the summer months.	Summer 2022
R 400.8152 (3)	One inhaler was not stored in its original container. It was not labeled with the name of the child.	Medicaiton administrative procedures will be thoroughly reviewed at the July staff meeting led by the director. The staff will be told to make sure any medicine brought in to be administered to a child in its original container, labeled with the name of the child. A closed container will be provided in each classroom to store medications. Medication forms will be filled out	July 2022

		by the parents and when administered, it will be documented by the staff members.	
R 400.8152 (4)	One inhaler did not have the pharmacy label indicating the physicians name, child's first and last name, instructions, and name and strength of the medication.	Medication administrative procedures will be thoroughly reviewed at the July staff meeting led by the director. The staff will be told to make any medicine brought in to be administered to a child is in its original container, labeled with the name of the child, instructions, and name and strength of the medication. Medication forms will be filled out by the parents and when administered, it will be documented by the staff member.	July 2022
R 400.8152 (5)	One inhaler was stored in a child's backpack accessible to children.	Medication administrative procedures will be thoroughly reviewed at the July staff meeting led by the director. A closed container will be provided to each classroom to store medications out of reach of children in upper cabinets. The staff will be instructed by the director to each morning check backpacks and lunch pails to make sure that there are no medications accessible to children. If any medications are found that the staff are not aware of, a phone call to the parent/guardian will be made by the director.	July 2022
R 400.8161 (5)	The center did not implement a fire drill during two of the four quarters of 2020. The center did not implement a fire drill during one quarter of 2021.	The Learning Center calendar that goes out from August to August will include specific dates for our quarterly fire drills as well as our tornado drills as required. Rain dates will be included on the	August 2022

		calendar. This will provide a reminder of the requirement.	
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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 (517) 284-9730.

Sincerely,



Amy Steger, Licensing Consultant
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(269) 568-2915