



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

September 13, 2023

Lynn Johnston
St John's 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 Lynn Johnston:

This letter is to advise you that the 09/13/2023 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 400.8125 (5)	One child care staff member and one volunteer did not have a signed and dated abuse and neglect statement on file at the center.	Each time we have a new hire, the new employee notebook is reviewed with them. This notebook includes all new employee paperwork that needs to be reviewed and signed. The director will review each document with the new hire and then have them sign it instead of just reviewing the paperwork allowing the new hire to take it home and review and sign. This will ensure that it is all completed	Immediately

		before the employee starts working in the classrooms.	
R 400.8146 (2)	Seven of 10 child files reviewed did not contain written documentation that the parent received the written information packet.	<p>New information packets will again be put together and given to currently enrolled families that have not yet completed a verification sheet. Records will continue to 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.</p> <p>New families will be provided with information packets and verification sheets at their time of enrollment.</p> <p>This will be ongoing throughout the calendar year as well as doing monthly audits of each child's file to make sure that all documentation is current.</p>	September 2023
R 400.8152 (3)	Two medications were not stored in the original container. One medication was not labeled for a named child.	<p>Medication: administrative procedures will be thoroughly reviewed at the September staff meeting led by the director. The staff will be told to make sure any medicine brought in to be administered to a child is 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 by the parents when administered, it will be</p>	September 2023

		<p>documented by the staff member.</p> <p>The director or her designee will check classroom medication containers each month to make sure that all medication is up to date, in the original container, and labeled for the named child.</p>	
R 400.8330 (19)	Milk served in a beverage container in the infant room and toddler room was stored and reused.	The lead teachers and caregivers will be instructed not to reuse formula, milk, or breast milk, left in bottles or beverage containers after a feeding. Periodically, drop-ins will be done by the director to make sure this is being done.	Immediately
R 400.8330 (2)	Nine of 10 children's files reviewed did not contain a written food agreement.	Food agreements will continue to be included in the new student packets. Follow-ups will be continued to be done with parents that have not signed and returned a copy of the food agreement as well as having blank copies of the food agreement available for them to sign. This document will also be included in the monthly audit of child files.	Immediately
R 400.8380 (1)	Mouse traps were located on the floor in the Big Room accessible to children.	A representative from Rose Pest Control will be contacted about the placement of the mouse trap boxes so we are in compliance. The lead teachers and caregivers will be instructed to not move the mouse trap boxes from where Rose Pest Control Representatives have placed them.	Immediately

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 (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Amy Steger".

Amy Steger, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(269) 568-2915