



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

May 18, 2023

Mike Winkel  
 St. Johns Public Schools  
 501 W. Sickles  
 St. Johns, MI 48879

RE: License #: DC190342405  
**Oakview South GSRP & Adventure Club**  
**1400 S. Clinton**  
**St. Johns, MI 48879**

Dear Mr. Winkel:

This letter is a follow-up to the Department’s findings regarding the interim inspection conducted at your center on 05/15/2023. 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:

<b>R 400.8110</b>	<b>Applicant; licensee; licensee designee; requirements.</b>
	(10) Written approval from the department must be obtained before making any changes in the terms of the license, including but not limited to, adding use space, changing age groups served, changing program components, changing the capacity of the center, or making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.
The licensee designee allows children in care to be serviced by a speech therapist, occupational therapist and a social worker in rooms not approved by the department.	
<b>R 400.8110</b>	<b>Applicant; licensee; licensee designee; requirements.</b>
	(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 licensee designee did not notify the department when two program directors separated from employment fall 2022.	
<b>R 400.8112</b>	<b>Comprehensive background check; fingerprinting.</b>
	(2) An applicant or licensee shall do all of the following: (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the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.
The licensee designee has not accurately maintained the child care background system. All child care staff members must be connected, disconnected, or withdrawn aligning with their status to the license.	
<b>R 400.8131</b>	<b>Professional development requirements.</b>
	(1) The center shall provide an orientation about the center's policies and practices and these administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children.
Staff have not received orientation regarding the center's policies, practices, and administrative rules. Verification of training must be documented in MiRegistry or documentation maintained in their file.	
<b>R 400.8143</b>	<b>Children's records.</b>
	(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.
During the inspection, ten children's files were reviewed. Five of the ten child information cards were incomplete and missing date of admission.	
<b>R 400.8161</b>	<b>Emergency procedures.</b>
	(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented: (c) Other natural or man-made disasters.

The center does not have a written plan for natural or man-made disasters.	
<b>R 400.8161</b>	<b>Emergency procedures.</b>
	(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented: (e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.
The center does not have a written crisis management procedures for the care of children and staff.	
<b>Technical assistance for the following:</b> <ul style="list-style-type: none"> <li>• Review R 400.8161(1)(a-e), (2)(a-h), (3), and (4) ensuring compliance with emergency procedures. Submit a copy to consultant for review.</li> <li>• All child care staff members that provide care for enrolled children must meet all child care staff licensing requirements. All child care staff members must be connected to the child care background system, included on the staffing plan, and have a complete file on site. In addition, staff must complete all required trainings, including MiRegistry Health and Safety Course 1, Course 2, yearly refreshers, and professional development. Staff must maintain attendance record each day for signing in and out of the classroom.</li> </ul>	

Due to the violations, you must send us a corrective action plan by 6/8/2023. 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.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

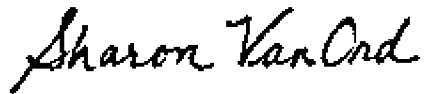
<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,



Sharon VanOrd, Licensing Consultant  
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Lansing, MI 48909  
(517) 242-5029