



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 #: DC190342406
Riley Elementary School
5935 W. Pratt Rd.
Dewitt, MI 48820

Dear Mr. Winkel:

This letter is a follow-up to the Department’s findings regarding the interim inspection conducted at your center on 05/16/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

When I arrived for the interim inspection, two child care staff members were providing care for eleven children. Children were finishing lunch and transitioned to free choice time. The classroom is well organized and inviting. The staff engage with the children and provide an environment conducive to learning.

The violations that were found are:

R 400.8112	Comprehensive background check; fingerprinting.
	(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the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.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 maintained the child care background check accurately. One child care staff member does not have a role assigned and one child care staff member left employment and has not been disconnected in the system.	

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.
Licensee designee did not ensure two child care staff members completed health and safety refresher for 2022 and one child care staff member for 2021.	
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.
<p>The licensee designee did not ensure the center maintained the crisis management plan in a place known and easily accessible to all personnel. The crisis management plan was posted and visible to parents and staff.</p> <p>Technical assistance was provided for:</p> <ul style="list-style-type: none"> • 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. 	

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.

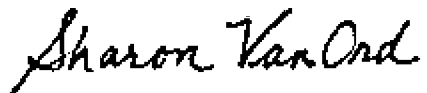
During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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,



Sharon VanOrd, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(517) 242-5029