



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 11, 2022

Jason Gnegy
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. Gnegy:

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 003/07/2022, I found 5 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8112(2)(b) Comprehensive background check; fingerprinting.**
- R 400.8125 Staff; volunteer; requirements.**
- R 400.8128 Staff; volunteer; tuberculosis.**
- R 400.8131(10) Professional development requirements.**
- R 400.8131(6)(a-h) Professional development requirements.**

Due to the violations, you must send us a corrective action plan by 04/01/2022. 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:

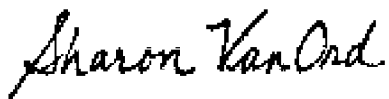
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

During calendar year 2021:	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

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 30664
Lansing, MI 48909
(517) 242-5029

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC190342406
Licensee Name:	St. Johns Public Schools
Licensee Address:	501 W. Sickles St. Johns, MI 48879
Licensee Telephone #:	(989) 227-4050
Licensee/Designee:	Jason Gnegy, Designee
Name of Facility:	Riley Elementary School
Facility Address:	5935 W. Pratt Rd. Dewitt, MI 48820
Facility Telephone #:	(989) 227-5100
Original Issuance Date:	09/16/2013
Capacity:	18
Age Range:	Ages 3 years 6 months Thru 6 years
Program Components:	GSRP TRANSPORTATION PRESCHOOL HEAD START

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/07/2022
 Date of Environmental Health Inspection: 02/16/2022
 Date of Fire Safety Inspection: 02/24/2022
 Date of Lead Hazard Risk Assessment, if applicable: 09/22/2017
 Date of Documentation of Playground Compliance, if applicable: 04/06/2018

		No. of Records Reviewed
No. of children enrolled in care	11	11
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	11	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	11	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Room 189, gymnasium, media center, and cafeteria
 Approved Program Director: Ms. Mollie Hallihan is the approved program director
 Approved Central Administrator: Mr. Jason Gnegy
 Approved Variances: None
 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.

When I arrived for the inspection, children were finishing lunch and then transitioned to free choice. Child care staff members moved throughout the room, engaging with children and meeting individual children's needs. The classroom is organized and inviting for the children in care.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8112 Comprehensive background check; fingerprinting.

- (2) An applicant or licensee shall do all of the following:
 - (b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

During the inspection, Ms. Figlewicz's consent and disclosure form was not maintained or available while onsite.

R 400.8125 Staff; volunteer; requirements.

- (5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:
 - (a) The individual is aware that abuse and neglect of children is against the law.
 - (b) The individual has been informed of the center's policies on child abuse and neglect.
 - (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

During the inspection, Ms. Figlewicz's file was reviewed and missing the required signed abuse and neglect statement.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

During the inspection, Ms. Figlewicz's file was reviewed and missing verification of TB status.

R 400.8131 Professional development requirements.

- (10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of

being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.

Ms. Figlewicz began employment 08/01/2020 and is missing CPR and First Aid training required within 90 days of employment.

R 400.8131 Professional development requirements.

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Child care center administrative rules.

Child care staff members Ms. Hallihan and Ms. Figlewicz are missing hours of professional development required annually. Ms. Hallihan has 9 verified hours in 2020 and 5 hours of verified hours in 2021. 16 hours are required annually. Ms. Figlewicz completed 11 hours of training of the required 16 hours of training in 2021.

Technical assistance was provided for the following:

- R 400.8161(3) Emergency procedures posted do not align with the emergency procedures in the handbook. Please post a copy of the emergency procedures in the handbook (1(a) to (d)) visible to staff and parents.
- R 400.8161(4) Crisis management plan in the parent handbook should be removed and maintained in a place known and easily accessible to all personnel; however, not posted in a place visible to staff or parents.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.

Sharon VanOrd

03/11/2022

Sharon VanOrd
Licensing Consultant

Date