



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 12, 2021

Trixie Onstott
West Midland Family Center
4011 W Isabella Road
Shepherd, MI 48883

RE: License #: DC290383644
St. Louis Community Preschool
840 Cheesman Rd.
St. Louis, MI 48880

Dear Mrs. Onstott:

This letter is to advise you that the 03/10/2021 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
R400.8110(3)(b) Applicant; licensee; licensee designee; requirements.	Program director Ms. Janae Forbes was not able to provide a copy of the Licensing Rules for Child Care Centers Effective 12/18/2019.	Licensee designee Ms. Trixie Onstott and program director Ms. Janae Forbes have posted a copy of the rules for families to have access to. This will be checked and added anytime a new one (rule book) is printed.	03/05/2021
R400.8110(4) Applicant; licensee; licensee designee; requirements.	The licensing notebook that program director Ms. Janae Forbes provided was not up-to-date.	Program director Ms. Janae Forbes will make a licensing notebook for the families to have access to at all times.	03/12/2021
R400.8110(6) Applicant; licensee;	Child care staff members do not maintain an accurate	Daily attendance is taken on all children and staff using an	03/15/2021

licensee designee; requirements.	record detailing their daily arrival and departure times.	attendance sheet, an attendance book and the use of the ADP payroll system. The staff will be added to the attendance form and will sign the attendance form daily as well as using ADP.	
R400.8143(1) Children's records.	Four child information cards had missing or incorrect information.	Children's information record will be filled out completely and all necessary items will be signed at enrollment with the enrollment specialist and then the program director will go over each document to confirm that all pieces are filled in accurately. Licensee designee will also check all files for accuracy.	03/15/2021
R400.8152(2) Medication; administrative procedures.	The Medication Permission and Instructions form completed for a child in care was not completed in compliance with the rule.	All children that need medication will have a form that is correctly filled out and followed. All lines will be filled in and followed accurately by staff, program director and licensee designee.	03/15/2021
R400.8173(9) Equipment.	The first aid kit was not in compliance with the rules.	A first aid kit will be on the premises and have all the approved items inside. All unapproved medications and supplies will be removed.	03/05/2021
R400.8380(1) Maintenance of premises.	Several dangerous and/or hazardous items were found underneath the hand washing sink and cabinet and on a shelf next to the entrance door.	All items that may pose a threat to safety will be stored in a locked cabinet or out of reach of the children. Items will stay locked or out of reach of the children at all times. All staff will adhere to this rule.	03/05/2021

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 "Dana M. Desgranges".

Dana Desgranges, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 388-4625