



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 5, 2022

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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/04/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

When I arrived on-site, child care staff members Ms. Kaycee Boyd and Ms. Sue Beebe were on the playground with the child care children. The caregivers were observed moving around the playground with the children and assisting the children with taking turns, sharing and treating each other with kindness and respect. Once outdoor play had ended, the children lined up to transition back into the building. When the children were lined up to come inside, Ms. Boyd counting the children; she stated there were 15 children in line. As I counted the children in line, I noticed there were only 14 children in attendance.

After the children entered the building, they took care of their coats and/or boots and entered the classroom. Upon entering the classroom, they immediately lined up at the sink and took turns washing their hands. Ms. Boyd supervised the hand washing, while Ms. Beebe and program director/lead caregiver Ms. Janae Forbes served lunch. As I counted the children again, I noticed there were still only 14 children in attendance. After conferring with Ms. Forbes and checking the written attendance log, it was confirmed that one child had previously left and there were indeed only 14 children in attendance. Technical assistance and consultation were provided to Ms. Forbes regarding the accuracy of counting children and ensuring that the number that is being counting, matches children one-to-one.

Sleeping and resting were not observed at this time.

As a result of the inspection, I did not find any rule or law violations.

Technical assistance and consultation were provided to program director Ms. Janae Forbes in the following areas:

- **R400.8110(6) Applicant; licensee; licensee designee; requirements.** Child care staff members must include their last name when signing in and out on the written attendance form.
- **R400.8112(2)(e) Comprehensive background check; fingerprinting.** 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.
- **R400.8125(1) Staff; volunteer; requirements.** All staff and volunteers shall provide appropriate care and supervision of children at all times. Ensure that the number of children who are in attendance is counted accurately at all times.
- **R400.8143(1) Children's records.** 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. Ensure that all boxes of the form are completed and if using a center created form, that the form created contains the same information as the department's form.
- Recommended program director Ms. Janae Forbes reviews the updated child information cards and medical permission forms on the department's website.
- **R400.8143(11) Children's records.** A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Ms. Janae Forbes and I discussed a way that this can be achieved while still maintaining the confidentiality of the students.
- **R400.8161(5) Emergency procedures.** The quarterly schedule for completing fire drills is as follows: Jan. - March; April – June; July – Sept.; Oct. – Dec.
- A cover page for child care staff members files was provided to Ms. Janae Forbes to help ensure that the required paperwork is maintained and on file at all times.
- **Program director Ms. Janae Forbes name needs to be updated in the center's Child Care Background Check account, as well as, with the department of licensing.**

<b>During calendar year 2021:</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>

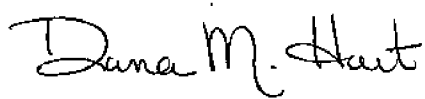
You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A

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,

A handwritten signature in black ink that reads "Dana M. Hart". The signature is written in a cursive style with a small dot above the letter 'i' in "Hart".

Dana M. Hart, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
517-388-4625