



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 5, 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:

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 03/03/2021, I found seven violation(s) listed below and explained in the attached report:

- R400.8110(3)(b) Applicant; licensee; licensee designee; requirements.
- R400.8110(4) Applicant; licensee; licensee designee; requirements.
- R400.8110(6) Applicant; licensee; licensee designee; requirements.
- R400.8143(1) Children's records.
- R400.8152(2) Medication; administrative procedures.
- R400.8173(9) Equipment.
- R400.8380(1) Maintenance of premises.

Due to the violations, you must send us a corrective action plan by **03/25/2021**. 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.

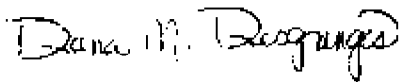
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2020:	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,



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

Enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC290383644
Licensee Name:	West Midland Family Center
Licensee Address:	4011 W Isabella Road Shepherd, MI 48883
Licensee Telephone #:	(989) 832-3256
Licensee/Designee:	Trixie Onstott, Designee
Name of Facility:	St. Louis Community Preschool
Facility Address:	840 Cheesman Rd. St. Louis, MI 48880
Facility Telephone #:	(989) 832-3256
Original Issuance Date:	09/16/2016
Capacity:	18
Age Range:	Ages 2 years 6 months Thru 4 years 9 months
Program Components:	GSRP PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/03/2021
 Date of Environmental Health Inspection: 01/26/2021
 Date of Fire Safety Inspection: 01/25/2021
 Date of Lead Hazard Risk Assessment, if applicable: 09/01/2016
 Date of Documentation of Playground Compliance, if applicable: 12/21/2017

		No. of Records Reviewed
No. of children enrolled in care		6 6
No. of staff employed		7 2
No. of volunteers		0
No. of children present at time of inspection		6
No. of staff present at time of inspection		2
No. of volunteers present at time of inspection		0
No. of children interviewed/observed		6
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Room 107 is approved for child care use. The gymnasium/cafeteria is approved for additional use.

Approved Program Director: Janae Forbes.

Approved Central Administrator: Trixie Onstott.

Approved Variances: No.

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 on-site program director Ms. Janae Forbes and child care staff member Ms. Kaycee Boyd were present; along with six children in attendance. The children were observed participating in small and large group activities, free choice, transitioning to outdoor play, outdoor play, hand washing and eating lunch.

Transportation services are not being offered during the 2020-2021 school year due

to COVID-19; therefore, all applicable rules pertaining to transportation were not inspection at this time.

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

R 400.8110 Applicant; licensee; licensee designee; requirements.

(3) All of the following must be in a place, accessible, and visible to parents:

(b) A copy of these rules and a copy of the last page of any variances granted.

Program director Ms. Janae Forbes was not able to provide a copy of the Licensing Rules for Child Care Centers Effective 12/18/2019. Instead, she provided a copy of the Licensing Rules for Child Care Centers Effective 01/02/2014, which was posted and available for parents. I provided Ms. Forbes with two copies of the current rule books; one to post for parents and one for her own reference.

R 400.8110 Applicant; licensee; licensee designee; requirements.

(4) There must be a licensing notebook on the premises that includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook. The notebook must be in a place accessible to parents and prospective parents at all times during the center's normal hours of operation.

The licensing notebook that program director Ms. Janae Forbes provided only contained the following items: a LSR dated 10/19/2020 and a corrective action plan dated 10/19/2020. The licensing notebook also did not have a completed summary page.

R 400.8110 Applicant; licensee; licensee designee; requirements.

(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

Program director Ms. Janae Forbes reported that the child care staff members do not maintain an accurate record detailing the daily arrival and departure times for each child care staff member.

R 400.8143 Children's records.

(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.

Six child information cards were reviewed. Four of the cards had missing or incorrect information:

- One card was missing the date of admission.
- One card had "N/A" completed for the allergies, special needs and special instructions section.
- One card had a "0" with a line through it for the allergies, special needs and special instructions section.
- One card had the child's physician/health clinic and contact telephone number left blank.
- One card had "N/A" completed for the employer information.

REPEAT VIOLATION ESTABLISHED
LSR dated 03/15/2017
Corrective Action Plan dated 03/28/2017

R 400.8152 Medication; administrative procedures.

(2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

The Medication Permission and Instructions form completed for a child in care was not completed in compliance with the rule.

- The date to stop medication box was left blank.
- The times the medication is to be given box was completed with an “as needed”.
- The amount dosage of medication each time given box was left blank.
- The storage of medication box was left blank.

R 400.8173 Equipment.

(9) A first aid kit must be readily accessible to staff and securely stored in the center.

The first aid kit that Ms. Janae Forbes provided on-site did not include a pair of tweezers and the following items were also found inside the kit:

- Two packets of aspirin; each packet contained two tablets.
- One packet of antacid; each packet contained two tablets.
- One package of antiseptic.
- One packet of non-aspirin; each packet contained two tablets.

R 400.8380 Maintenance of premises.

(1) The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety.

The following items were found within the reach of children:

- Underneath the hand washing sink in an unlocked cabinet:
 - one 40 fl. oz. of Dawn Ultra dish soap.
 - one 75 count container of disinfecting wipes.
 - one role of plastic garbage bags.
 - one 2.7 oz. tube of Colgate toothpaste.
 - one 4.6 oz. tube of Kid’s Crest toothpaste.
- On top of and on the shelves of the cabinet sitting next to the entrance door:
 - one 75 count container of disinfecting wipes.
 - three pairs of adult sized scissors.

Technical Assistance was provided to program director Ms. Janae Forbes and licensee designee/central administrator Ms. Trixie Onstott in the following areas:

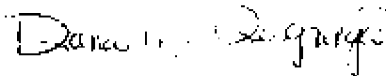
- **R400.8112(e)(f) Comprehensive background check; fingerprinting.** The center’s Child Care Background Check Account must be current and up-to-date at all times. Individuals who leave employment, must be “disconnected”

immediately following their departure from the center. All child care staff members who are “connected” to the account must be included on the staffing plan. Anyone who does not work at the center must not be “connected” in the center’s account.

- **R400.8140(2)(a-i) Discipline.** Update the center’s discipline policy to include all of the components in the licensing rules effective 12/18/2019.
- **R400.8146(2) Information provided to parents.** Ensure that all parents have signed and dated the statement saying they have received the written information packet and are aware of the licensing notebook and rules.
- **R400.8340(3) Food services and nutrition; provided by parents.** Breast milk, formula, milk, other beverages, and food furnished in a same-day supply must be covered and labeled with the child’s first and last name and date.
- **Transportation services.** If the center decides to resume transportation services for the 2021-2022 school year, then they must complete a modification request form, and be in compliance with all rules relating to transportation services R400.8710; R400.8720; R400.8730; R400.8740; R400.8750; R400.8760; R400.8770, as well as, all of the rules pertaining to child care staff members.
- **Recommended training provided by the department for program directors for Janae Forbes.**
- **Referenced the Guidelines of Safe Child Care Operations During COVID-19 to ensure that the facility is following all applicable items.**

IV. RECOMMENDATION

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



03/05/2021

Dana Desgranges
Licensing Consultant

Date