



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 14, 2023

Marcy Young  
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 Ms. Young:

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 03/13/2023, I found one violation listed below and explained in the attached report:

- R400.8143(6)(c) Children's records.

Due to the violations, you must send us a corrective action plan by **04/03/2023**. 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, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</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>

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

Enclosure

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

**I. IDENTIFYING INFORMATION**

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

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/13/2023  
 Date of Environmental Health Inspection: 03/07/2019  
 Date of Fire Safety Inspection: 01/19/2023  
 Date of Lead Hazard Risk Assessment, if applicable: 09/11/2016  
 Date of Documentation of Playground Compliance, if applicable: 12/21/2017

		No. of Records Reviewed
No. of children enrolled in care	15	10
No. of staff employed	6	5
No. of volunteers	0	0
No. of children present at time of inspection	9	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	9	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Classroom 107 is approved for child care use. The gym is approved as additional child use space.

Approved Program Director: Ms. Janae Forbes Maniez.

Approved Central Administrator: None.

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 in **Classroom 107**, child care staff members Ms. Kaycee Boyd and Ms. Alicia McGill were present; along with nine children in attendance. While on-site, I observed the following: food service, breakfast, clean up, transitioning to group time, bathroom/hand washing, large group activity and free choice time. I did not observe arrival or dismissal, rest time or outdoor time. Due to the snow and ice, I did not complete an inspection of the outdoor equipment.

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

**R 400.8143 Children's records.**

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

- (a) For an infant, within the preceding 3 months.
- (b) For toddlers, within the preceding 6 months.
- (c) For preschoolers, within the preceding 12 months.

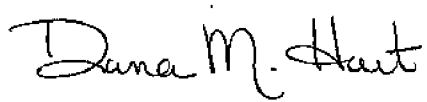
Ten children's files were reviewed. One enrolled child, whose first day in attendance was 09/12/2022, did not have a physical evaluation on file.

Technical assistance and consultation were provided to licensee designee Ms. Marcy Young in the following areas:

- **R400.8143(1) Children's records.** Ensure that parent's initial the permission to treat and do not answer with an "x" or checkmark. "N/A" is not an acceptable response.
- **R400.8143(6) Children's records.** Ensure that the completed Health Appraisals have a physician signature and signature date.
- **R400.8152(2) Medication; administrative procedures.** There must be a specific stop medication date on the permission form; "anytime" is not an acceptable response.
- **R400.8173(2) Equipment.** Print and post an updated product recall list.
- **R400.8158(2) Incident, accident, injury, illness, death, fire reporting.** Clarification regarding an "incident".
- **R400.8161(6) Emergency procedures.** A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.

#### IV. RECOMMENDATION

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



03/14/2023

---

Dana M. Hart  
Licensing Consultant

Date