



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 7, 2021

Amy Neumann
St. Stephen Lutheran Church
St. Stephen Luth School
632 S. Madison
Adrian, MI 49221

RE: License #: DC460022265

RE: SI LOG #: **St. Stephen Lutheran PreK
632 S. Madison St
Adrian, MI 49221**

Dear Ms. Neumann:

This letter is to advise you that the 05/07/2021 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
R 400.8131(3) Professional development requirements.	Five staff members files did not have written documentation on file showing successful completion of abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before the staff members cared for children.	I, Ms. Amy Neumann, licensee designee will assure that all staff members and unsupervised volunteers who work directly with children are trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before they care for children. I will have all of the staff members complete the above-mentioned training	5/7/2021

		through MiRegistry and keep the successful completion of their training on file while they are employed with the center. This violation will be corrected and will be maintained.	
R 400.8131(5) Professional development requirements.	Five staff members files did not have written documentation on file showing successful completion of administration of medication, prevention and response to emergencies due to food and allergic reactions, building and physical premises safety, emergency preparedness and response planning, handling and storage of hazardous materials and appropriate disposal of bio-contaminants, precautions in transporting children (if applicable, and child development within 90 days of being hired.	I, Ms. Amy Neumann, licensee designee will assure that all staff members and unsupervised volunteers who work directly with children are trained on the above-mentioned health and safety preparedness topics within 90 days of being hired or before unsupervised volunteers care for children. I will have the staff members complete the above-mentioned training through MiRegistry and keep the successful completion of their training on file while they are employed with the center. This violation will be corrected and will be maintained.	5/7/2021
R 400.8131(12) Professional development requirements.	Five staff members files did not have written documentation on file showing the staff members had completed the Health and Safety Refresher training 2020 through MiRegistry.	I, Ms. Amy Neumann, licensee designee will assure that all staff members and unsupervised volunteers who work directly with children are trained on the new health and safety update refreshers training that has been published on Mi Registry. I will have the staff members complete the updated health and safety refresher 2020 refresher course through MiRegistry and keep the successful completion of their training on file while they are employed with the center. Moving forward, I will assure all	5/7/2021

		staff members and unsupervised volunteers complete this training within 6 months of the notice. This violation will be corrected and will be maintained.	
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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) 262-9838.

Sincerely,



Timothy A Swope, Licensing Consultant
Bureau of Community and Health Systems
301 E. Louis Glick Hwy
Jackson, MI 49201
(517) 262-9838