



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 23, 2021

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

RE: License #: DC460022265  
**St. Stephen Lutheran PreK**  
**632 S. Madison St**  
**Adrian, MI 49221**

Dear Ms Neumann:

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 04/19/2021, I found 3 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

R400.8131(3)	Professional development requirements.
R400.8131(5)	Professional development requirements.
R400.8131(12)	Professional development requirements.

Due to the violations, you must send us a corrective action plan by 05/13/2021. 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.

<b>During calendar year 2020:</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) 262-9838.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



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

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC460022265
<b>Licensee Name:</b>	St. Stephen Lutheran Church
<b>Licensee Address:</b>	St. Stephen Luth School 632 S. Madison Adrian, MI 49221
<b>Licensee Telephone #:</b>	(517) 265-5605
<b>Licensee/Designee:</b>	Amy Neumann, Designee
<b>Name of Facility:</b>	St. Stephen Lutheran PreK
<b>Facility Address:</b>	632 S. Madison St Adrian, MI 49221
<b>Facility Telephone #:</b>	(517) 263-1775
<b>Original Issuance Date:</b>	09/15/1992
<b>Capacity:</b>	20
<b>Age Range:</b>	Ages 4 years 0 months Thru 12 years
<b>Program Components:</b>	PRESCHOOL SCHOOL AGE BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/19/2021  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 04/22/2021  
 Date of Lead Hazard Risk Assessment, if applicable: 03/17/2017  
 Date of Documentation of Playground Compliance, if applicable: 06/11/2019

		No. of Records Reviewed
No. of children enrolled in care		10
No. of staff employed		5
No. of volunteers		0
No. of children present at time of inspection		5
No. of staff present at time of inspection		5
No. of volunteers present at time of inspection		0
No. of children interviewed/observed		5
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:

St. Stephen Lutheran PreK is located in St. Stephen Lutheran School in Adrian. St. Stephen Lutheran School is an active school serving children grades kindergarten through eighth grades. The center utilizes six rooms as approved child use space; classroom 101, Classroom 102, classroom 103, classroom 104, classroom 105, and the gymnasium. The centers total capacity remains at 20 children ages 3 -12 years old.

The center offers both part-time and fulltime preschool programming and after school programming Monday through Friday from 8:00 am until 5:30 pm through the school year. The parents provide meals and snacks for the children. Transportation is provided by the parents.

During my onsite inspection on 4/19/21, I observed the children during mealtime, small and large group activities. All the rooms were equipped with an adequate amount of age-appropriate play and learning equipment conducive to a preschool and before/after school care setting. The center provides the children with daily various activities that include circle time, name and letter recognition, counting activities, music and reading instruction, religious instruction, and various arts and craft activities. Caregiver interactions with children were positive and nurturing.

Approved Program Director: Ms. Amy Neumann and Ms. Jane Petosky are the approved program directors.

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.

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

**R 400.8131 Professional development requirements.**

**(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.**

Five staff members files did not have written documentation on file showing the staff member had completed the Health and Safety Refresher training 2020 through MiRegistry.

**R 400.8131 Professional development requirements.**

**(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.**

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.

**R 400.8131**

**Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

Five staff members files did not have written documentation on file showing successful completion of the above mentioned topics within 90 days of being hired.

**IV. RECOMMENDATION**

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



04/23/2021

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Timothy A Swope  
Licensing Consultant

Date