



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

December 18, 2022

Bianca Recchia  
St Lawrence School  
44429 Utica Road  
Utica, MI 48317

RE: License #: DC500022361  
St Lawrence School Latchkey  
44429 Utica Road  
Utica, MI 48317

Dear Ms. Recchia:

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 12/15/2022, I found *12 violations*. The violations are listed below and explained in the attached report:

- R 400.8112 Comprehensive background check; fingerprinting.
- R 400.8113 Program director qualifications; responsibilities.
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- R 400.8131 Professional development requirements.
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- R 400.8131 Professional development requirements.
- R 400.8143 Children's records.
- R 400.8143 Children's records.
- R 400.8152 Medication; administration procedures.
- R 400.8152 Medication; administration procedures.
- R 400.8161 Emergency procedures.
- R 400.8385 Poisonous or toxic materials.

Due to the violations, you must send us a corrective action plan by 1/20/2023. 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 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>

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,



Jennifer DeMuyne, Licensing Consultant  
Child Care Licensing Bureau  
611 W Ottawa St  
PO BOX 30664  
Lansing, MI 48909  
(586) 256-1005

Enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC500022361
<b>Licensee Name:</b>	St Lawrence School
<b>Licensee Address:</b>	44429 Utica Road Utica, MI 48317
<b>Licensee Telephone #:</b>	(586) 731-0135
<b>Licensee/Designee:</b>	Bianca Recchia
<b>Name of Facility:</b>	St Lawrence School Latchkey
<b>Facility Address:</b>	44429 Utica Road Utica, MI 48317
<b>Facility Telephone #:</b>	(586) 731-0135
<b>Original Issuance Date:</b>	
<b>Capacity:</b>	54
<b>Age Range:</b>	Ages 2 years 6 months Thru 12 years
<b>Program Components:</b>	PRESCHOOL SCHOOL AGE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 12/15/2022  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 11/30/2022  
 Date of Lead Hazard Risk Assessment, if applicable: 05/02/2019  
 Date of Documentation of Playground Compliance, if applicable: Pending

		No. of Records Reviewed	
No. of children enrolled in care	194	45	
No. of staff employed	15	15	
No. of volunteers	0	0	
No. of children present at time of inspection	62		
No. of staff present at time of inspection	11		
No. of volunteers present at time of inspection	0		
No. of children interviewed/observed	62		
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: Rooms 309, 310, 311, 312, gym, cafeteria  
 Approved Program Director: Bianca Recchia (Preschool) and Pennie Karam (School Age)  
 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 400.8112**

**Comprehensive background check; fingerprinting.**

(2) An applicant or licensee shall do all of the following:

(a) Ensure that each individual who requires an eligibility determination under subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, [www.michigan.gov/ccbc](http://www.michigan.gov/ccbc). The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.

(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

(c) Provide to the department, upon request, a copy of the individual's completed and signed form or forms.

(d) Establish and activate an account and accurately enroll each individual listed in subrule (1) of this rule in the child care background check system.

(e) 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.

(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

During a review of the Child Care Background Check system (CCBC) I found that 9 current child care staff members did not have their fingerprints completed, were not found eligible to be working with children unsupervised and were not connected to the system. Four past CCSMs were still attached (connected) to the license even though they had not been working with children in over a year.

**R 400.8113**

**Program director qualifications; responsibilities.**

(2) A program director shall be present in the center in the following manner:

(a) Full time for programs operating less than 6 continuous hours.

(b) At least 50% of the time children are in care but not less than a total of 6 hours per day for programs operating 6 or more continuous hours.

Program Director Bianca Recchia is not available for 50% of her time at the center to fulfill the responsibilities of a program director.

**R 400.8113**

**Program director qualifications; responsibilities.**

(3) All program directors are responsible for the general management of the center, including the following minimum responsibilities:

(a) Developing, implementing, and evaluating program and center policies.

(b) Administering day-to-day operations, including being available to address parent, child, and staff issues.

(c) Monitoring staff, including an annual evaluations.

I observed that since Ms. Recchia is teaching in a classroom most of her time at the center several of the responsibilities of the program director are not being met- day -to-day operations (paperwork including CCBC system and training requirements) and evaluating both programs and staff on a daily basis,

**R 400.8131**

**Professional development requirements.**

(11) Verification of all professional development required by this rule must be kept on file at the center or online at MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.

During a review of the training records and staff files I could not find written documentation verification of any child care staff member, including Ms. Karam, completing the Health and Safety course 1 and 2 through miregistry.

**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.

During the inspection I could not find verification of the Health and Safety refresher course. When I asked staff members about the course they could not recall completing it.

**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.

During a review of the training records and staff files I could not find written documentation verification of any child care staff member, including Ms. Karam, completing the Health and Safety course 1 and 2 through miregistry.

**R 400.8143**

**Children's records.**

(11) 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. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

While inspecting the after/before school program I found that child attendance records were not accurate. Only first names of students were used, and siblings were recorded together. There should be a record for each child.

**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.

During a review of preschool records, the physical health evaluation was not made accessible and not kept with the children's files.

**R 400.8152**

**Medication; administrative procedures.**

(3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.

In room 311, a Child's Epi pen was found unmarked and stored in a plastic Ziploc bag with their first name written on the bag.

**R 400.8152**

**Medication; administrative procedures.**

(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

In room 311, a Child's Epi pen was stored without a pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication.

**R 400.8161**

**Emergency procedures.**

(3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.

Written emergency procedures were not posted in any of the rooms for either program.

**R 400.8385**

**Poisonous or toxic materials.**

Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored out of reach of children.

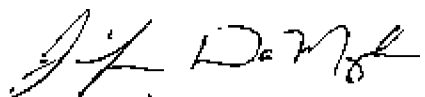
In room 312, I observed dish soap stored on a bottom shelf in the children's play area and accessible to children. On the label it clearly states to be kept out of the reach of children.

During the exit conference I provided the following technical assistance- indoor room space that is accessible to children. Any space that is used predominately as an office is not child space and room capacity is based on child space. Space heaters are not to be used or stored in child care space.

For the after school program- the child enrollment packet needs to be updated to include playground information and Licensing Notebook availability. Child care staff members are to supervise children at all times if they are counted in ratio. Helping individual students with homework is removing them from supervision duties and they cannot be counted in child/caregiver ratio.

**IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend the license be renewed.



12/18/22

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Jennifer DeMuyneck  
Licensing Consulta

Date