



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

September 6, 2022

Kathleen Falk  
 St Mary School  
 2 Union Street  
 Mt Clemens, MI 48043

RE: License #: DC500340201  
 RE: SI LOG #: 2022D0353014  
 St. Mary School  
 2 Union Street  
 Mount Clemens, MI 48043

Dear Ms. Falk:

This letter is to advise you that the 08/30/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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 400.8125(1) Staff; volunteer; requirements.	On 07/12/2022, child care staff members failed to provide appropriate care and supervision of Child A resulting in Child A running away from the center and missing for about 48 minutes. On 07/12/2022, Child A had also been left alone in the preschool classroom. Child A had been left alone in the preschool classroom on more than one occasion.	Ms. Falk will ensure that the program director trains child care staff members on appropriate care and supervision. Child care staff members will be informed that under no circumstances is a child ever to be left alone or unsupervised while in care.	08/29/2022 and ongoing.

R 400.8158(2) Incident, accident, injury, illness, death, fire reporting.	The center failed to notify the department within 24 hours that Child A was left unsupervised and was missing for about 48 minutes.	The licensee designee or program director will report to the child's parent and the department within 24 hours of an incident of a lost or unsupervised child. Child care staff members will be trained on reporting procedures to ensure the licensee designee and/or program director are informed of any incidents.	08/29/2022 and ongoing.
R 400.8110(10) Applicant; licensee; licensee designee; requirements.	The center failed to notify the department and get written approval before adding the summer child care program.	The licensee designee or program director will obtain written approval from the department before making any changes to the terms of the license.	08/29/2022 and ongoing.
R 400.8113(2) Program director qualifications; responsibilities.	An early childhood program director was not onsite at least 50% of the time children were in care.	The licensee, St. Mary School, will ensure that a program director is present full time for before and after school care and for a minimum of six hours a day for preschool and other future program.	08/29/2022 and ongoing.
R 400.8112(1)(c) Comprehensive background check; fingerprinting.	During a review of the child care staff member's records of those working during the incident, one child care staff member did not have a comprehensive background check conducted before having unsupervised contact with children.	Ms. Falk will ensure that child care staff members receive an orientation and training on appropriate care and supervision. Child care staff members will be informed that under no circumstances is a child ever to be left alone or unsupervised while in care.	08/29/2022 and ongoing.
R 400.8131(3) Professional development requirements.	One child care staff member was not trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before caring for children.	The program director will ensure that child care staff members have training on the prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before caring for children.	08/29/2022 and ongoing.

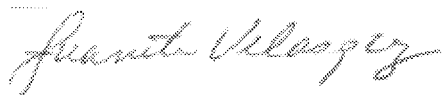
R 400.8131(4) Professional development requirements.	(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.	The program director will ensure that child care staff members have training on the prevention and control of infectious disease training, including immunizations.	08/29/2022 and ongoing.
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

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)284-9730.

Sincerely,



Juanita G. Velasquez, Licensing Consultant  
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 Lansing, MI 48909  
 (586) 256-2044