



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

June 9, 2023

Emily Squires  
Ola Hauoli Inc  
9 Lexington Court  
Midland, MI 48642

RE: License #: DC560096748  
2023D0615008  
RE: SI LOG #: **Stepping Stones Day Care and Preschool**  
**2904 East Ashman St**  
**Midland, MI 48642**

Dear Ms. Squires:

This letter is to advise you that the 05/24/2023 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
R400.8113 (2)(b) Program director qualifications; responsibilities.	Mrs. Squires has not been present at the center for at least 50% of the time children are in care but not less than a total of six hours per day for programs operating six or more continuous hours. Child care staff members, the assistant director and the licensee confirm that Mrs. Squires has not been at the center as required.	The licensee designee agrees to ensure a program director is present at the center at least 50% of the time children are in care. The program director will ensure she is present at least 50% of the time on an ongoing basis.	05/24/2023

<p>R400.8113 (9) Program director qualifications; responsibilities.</p>	<p>The licensee and licensee designee failed to ensure that the appointed program director was qualified. Ms. Ericson does not have the child care administration credential.</p>	<p>The licensee designee agrees to ensure that a program director agrees to obtain at least two semester hours or 3.0 CEU's in child care administration or have an administrative credential approved by the department. The semester hours may satisfy a portion of the requirements of subrules (7) and (8) of this rule. The program director may also use 30 hours or administrative training from MiRegistry to meet these requirements. The program director agrees to maintain copies in her employment file. The program director will inform the consultant on what classes she intends to complete.</p>	<p>Consultant notified of classes no later than 06/062023; Classes completed by 11/30/2023.</p>
<p>R400.8110 (13)(a) Program Director qualifications; responsibilities.</p>	<p>Two child care staff members acknowledged that they were vaping on real property that is under the control of the center and upon which the center is located.</p>	<p>All child care staff members have been made aware of the rule. Involved staff was disciplined and it has not happened since. The licensee designee agrees to ensure that all staff are aware of the rule. The program director agrees to ensure that no smoking or vaping occur on property under control of the center.</p>	<p>03/24/2023; ongoing</p>
<p>R400.8113 (1) Program director qualifications; responsibilities.</p>	<p>The program director, a licensee or licensee designee failed to submit a completed BCHS-CC 001 form, titled Child Care Licensing Information Request, and the credentials of the proposed program director to the department for review and approval before hiring a new program director. This rule has been reviewed with the owner, licensee designee</p>	<p>Nicole Ericson completed and submitted the 001, ID, and her official transcripts/credentials for review. For all future hires, the licensee designee agrees to ensure that the 001, ID, and credentials are submitted and approved PRIOR to hire.</p>	<p>04/21/2023 05/18/2023  Ongoing</p>

	and program director during prior special evaluations.		
R400.8113 Program director qualifications; responsibilities. (3)(b)	The program director has not been responsible for the general management of the center including administering day-to-day operations, including being available to address parent, child, and staff issues. All the child care staff members raised a concern with the assistant program director/child care staff member, Nicole Ericson's ability to responsibly administer day-to-day operations including being available to address parent, child, and staff issues.	The program director will sign up to attend a Center Orientation and notify the consultant of orientation date.  The program director agrees to ensure that she is available and prepared to address the day-to-day operational needs of the center including dealing with parents, and child and staff issues. The program director will change her schedule to include openings and closing to see arrival and departure of children and parents.	06/06/2023  Immediately and ongoing
R400.8122 (5) Lead caregiver; qualifications; responsibilities.	The child care staff member currently functioning as a lead does not meet the qualifications. CCSM 5 has been in her role as lead for longer than 30 days. The child care background check system verifies that she was connected as a CCSM on 05/11/2022. They are requesting a variance to give the person replacing the lead CCSM time to get qualified. However, the person functioning as lead for Young 5's has been in that position for longer than 30 days and been functioning as a lead the entire time.	The licensee designee and program director agree to ensure that the lead teacher meets the qualifications. The lead is identified and enrolled in classes. The program director will apply for a variance to the rule to put the center in compliance. The plan for the lead teacher to complete necessary education to qualify as the lead will be developed and filed in employee file.	06/06/2023

R400.8125(1) Staff; volunteer; requirements.	Two staff members failed to provide appropriate care and supervision of children at all times when Child A was outside, and no one knew he was missing for between 20-30 minutes on or about 01/04/2023.	Child care staff members will provide appropriate supervision at all times. Child care staff members will count children at each transition, have lists of children on their person, and white boards to keep track of number of children.	05/24/2023
R400.8158 (2)(a) Incident, accident, injury, illness, death, fire, reporting.	The licensee, licensee designee and assistant program director failed to report to the department, directly or via phone, fax, or email, within 24 hours of the occurrence of Child A being lost or left unsupervised.	The program director has been educated on the rule regarding reporting. The program director will ensure that the department is notified verbally within 24 hours of a child left unsupervised or missing.	Immediately and ongoing
R400.8158 (4) Incident, accident, injury, illness, death, fire, reporting.	The licensee, licensee designee and assistant program director failed to submit a written report to the department of Child A being missing for between 20 and 30 minutes on or about 01/04/2023.	The program director has been educated on the rule regarding reporting. The program director will ensure that the department is notified in writing within 72 hours of a child left unsupervised or missing.	Immediately and ongoing.

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,

A handwritten signature in cursive script that reads "Tania Allard". The signature is written in black ink on a light-colored background.

Tania Allard, Licensing Consultant  
Child Care Licensing Bureau/LARA  
611 W. Ottawa St.  
P.O. Box 30664  
Lansing, MI 48909  
Cell Phone: (231) 340-2138