



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 11, 2022

Amy Frias
Central Montcalm Public Schools
710 N. State Street
Stanton, MI 48888

RE: License #: DC590335992
Central Montcalm Sheridan Elementary
289 St. Clair Street
Sheridan, MI 48884

Dear Ms. Frias:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/09/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

When I arrived in **Room 15**, program director/lead caregiver Ms. Casandra Lingeman was present. Child care children were beginning to arrive to the classroom. Ms. Lingeman was alone in the classroom with 15 children from 8:40 a.m. to 8:41 a.m. and with 16 children from 8:41 a.m. to 8:42 a.m. Child care staff member Ms. Shannon Behrend entered the classroom shortly after 8:42 a.m. Some children were observed washing their hands prior to sitting at the tables and eating breakfast, while other children were observed going directly to the tables without washing their hands. As the children finished eating, they transitioned over to the circle area for a read aloud story with Ms. Lingeman.

When I arrived in **Room 16**, program director/lead caregiver Ms. Jennifer Conrad was present; along with child care staff member Ms. Kimberly Luscher. There were 14 children in attendance. A couple of children were observed finishing their breakfast, washing their hands and transitioning over to the circle area for a movement/music activity with Ms. Conrad. Ms. Luscher was observed cleaning and sanitizing the tables and attending to the wants and needs of children starting their day. After Ms. Conrad completed the circle time activities, the children made their plans for choice time.

The violations that were found are:

R 400.8112 Comprehensive background check; fingerprinting.

(1) Pursuant to section 5n of the act, MCL 722.115n, before an individual has unsupervised contact with children, the department shall determine the individual's eligibility to be any of the following:

(c) A child care staff member.

A search of the center's Child Care Background Check account on 05/11/2022, showed that child care staff member Ms. Brenda Heron is not "connected" to the center's account. There also is no record of her having an application on file to complete the fingerprinting process. Ms. Heron has worked as a substitute child care staff member during the 2021-2022 school year.

R 400.8112 Comprehensive background check; fingerprinting.

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

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

Licensee designee Ms. Amy Frias was unable to provide the consent and disclosure forms for child care staff members.

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.

Licensee designee Ms. Amy Frias was unable to provide documentation that child care staff member Ms. Brenda Heron had completed the required Health and Safety Trainings Course 1 and Course 2.

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.

Child care staff members Ms. Shannon Behrend and Ms. Kimberly Luscher had not completed the Ongoing Health and Safety Training for 2021.

R 400.8134 Hand washing.

(3) Staff and volunteers shall ensure that children wash their hands at all of the following times:

(a) Before meals, snacks, or food preparation experiences.

In **Room 15**, child care children were observed entering the classroom and going directly to the tables to eat breakfast. Child care staff members did not ensure children washed their hands prior to eating.

R 400.8182 Ratio and group size requirements.

(3) In each room or well-defined space, the maximum group size and ratio of child care staff members to children, including children related to a staff member or the licensee, must be as shown in Table 4:

Age Maximum Group Size	Child Care Staff member to Child Ratio
d)Preschoolers, 4 years of age to school-age.	1 to 12

In **Room 15**, program director/lead caregiver Ms. Casandra Lingeman was observed alone in the classroom with 15 children from 8:40 a.m. to 8:41 a.m. and with 16 children from 8:41 a.m. to 8:42 a.m.; which created a 1:15 caregiver to child ratio and a 1:16 caregiver to child ratio.

Technical assistance and consultation were provided to licensee designee Amy Frias in the following areas:

- **R400.8143(1) Children’s records.** Discussed the completion of the child information cards with program director Ms. Jennifer Conrad.
- **R400.8520(14) Interior finishes.** Combustible materials and decorations may be displayed on walls, not to exceed 20% of each wall in each room.
- **R400.8167(3) Indoor space.** Only space that has received prior approval for child use by the department may be used for child care. At this time the library is not approved for child care use.

- **Update** Ms. Kimberly Luscher’s name in the center’s Child Care Background Check account and add the role of “child care staff member” to Ms. Jennifer Conrad’s name.

Due to the violations, you must send us a corrective action plan by **05/31/2022**. 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.

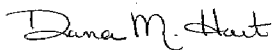
During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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,



Dana M. Hart, Licensing Consultant
 Child Care Licensing Bureau
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 517-388-4625