



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

3/25/2024

Melissa Wojciechowski
St. James Preschool
355 W Maple Ave St James Episcopal C, Birmingham, MI, , 48009

License Number: DC630016681

Dear Ms. Wojciechowski,

This letter is to advise you that the 3/22/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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 400.8167(1)(a)	There were 14 toddlers in room 119 that was licensed for a capacity of 7 children. There were 14 children in room 114 licensed for a capacity of 10 children.	I have spoken in length with the Toddler staff. They are splitting up into 2 small groups of 7 as soon as the children arrive. They are snacking separately and the Lead teacher (Ruthann) is having 2 separate circle times with the small groups. When they have 10 children and 3 staff for lunch, they will be in room 114 and use an additional portable picnic table (age-appropriate up to 5 years) that I purchased for them for extra seating. This is the	Immediately

		plan for the remainder of the school year. We will be restructuring and having 2 completely separate Toddler classes beginning in the new school year (a 1-year old class and a 2-year old class).	
R 400.8182(3)(a)	The toddlers were combined for group size of 14 exceeding the group size maximum of 12 children. There were 13 children in the room with only 3 staff members.	The Toddler staff will remain split into 2 small groups of 7 for the remainder of the school year. Beginning in the new school year, we will restructure and have 2 completely separate Toddler classes (a 1-year old class and a 2-year old class). The 1-year old class will have 10 children in room 114 and the 2-year old class will have 6 children in room 119.	Immediately
R 400.8134(2)(j)	Two of the staff members did not use soap and water to wash hands after wiping children's noses with tissues. The staff members used hand sanitizer.	All staff will use soap and running water after wiping a child's nose. As a more permanent solution, I will be submitting a plan review to have a door put in to connect room 114 to the bathroom, making it easier for staff when diapering, toileting and washing hands.	Immediately
R 400.8134(3)(a)	The children in the toddler room used hand sanitizer before eating their lunch even though there was a toilet in the hallway.	All the children will have their hands washed with soap and running water after toileting, diapering and before snack and lunch. As a more permanent solution, I will	Immediately

		be submitting a plan review to install a door to connect room 114 to the bathroom, making it easier for toileting, diapering and washing hands before snack and lunch.	
R 400.8134(3)(b)	The staff members did not ensure that the children washed hands after diapering.	The teachers will be sure to wash all children's hands with soap and water after toileting and diapering.	Immediately
R 400.8152(5)	One of the Epi-pens was expired.	I contacted the parent to ask them to please bring in a new set of Epi-Pens for their child that do not expire before the end of the school year.	Immediately
R 400.8131(12)	Out of the 15 child care staff members, one staff member did not complete the health and safety update on Miregistry for 2023.	I have addressed that staff member and repeatedly stress to all of my staff the importance of completing their training hours each year. I will continue to brainstorm ideas on how to keep the staff compliant with training.	Immediately
R 400.8143(12)	The center did not obtain permission from parents to walk the children for outdoor play to the public park nearby that can be accessed by walking.	I will have permission slips for parents to sign for the remainder of the school year to give their permission for their children to walk to the park. I will add it to my parent handbook for next school year and beyond.	April 5, 2024
R 400.8146(3)(c)	The staff members did not enter the diapering times for some toddlers for March 6th and March 7th, 2024.	I have spoken to the Toddler staff and reminded them of the importance of logging	Immediately

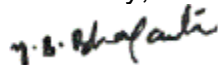
		diapering/toileting information for the children after each trip to the bathroom. They will be sure to log each child into Brightwheel when they are changed or use the toilet.	
--	--	---	--

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 Bagvati Yedur at (248) 736-1869 or yedurb@michigan.gov. In the event that Bagvati Yedur is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Bagvati Yedur, Child Care Consultant
Michigan Department of Lifelong Education, Achievement and Potential
105 W Allegan street
P.O. Box 30664
Lansing, MI 48909
(248) 736-1869