



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

Report Type : Renewal
Inspection Type: Renewal

Date of Inspection: 3/12/2024,
Date of Report: 3/25/2024

Licensee Name(s)	License Number
St James Episcopal Church	DC630016681
Capacity	Facility Name
	St. James Preschool
Program Type	Licensee Designee(s)
Center	Melissa M Wojciechowski
Central Administrator(s)	Program Director(s) Name
	Melissa M Wojciechowski Qualifications: R 400.8113(7)(c) and 9 Date PD Approved: 9/6/2018
Facility Address	Mailing Address
355 W Maple Ave St James Episcopal C, Birmingham, MI, 48009	355 W Maple Ave, Birmingham, MI, 48009
Facility Phone Number	Facility Email Address
2486444071	preschool@stjamesbirmingham.org

Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [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](#).

The 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.

If you have any questions regarding the report, please contact licensing consultant, Bagvati Yedur, at (248) 736-1869. 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.

Inspection Details		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
738	9	6
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
10 : 50	5 : 16	0 : 0
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
36 : 36	12 : 12	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	Yes	Yes

Documentation of Required Inspections		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Fire inspection	2/27/2024	Approved
Lead inspection	7/16/2012	Approved

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8167(1)(a)	Indoor space. Fifty square feet for infants and toddlers.	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.	Violation Established
R 400.8182(3)(a)	Ratio and group size requirements. Infants and toddlers, birth until 30 months of	The toddlers were combined for group size of 14 exceeding the group size maximum of 12	Violation Established

	age, child care staff member to child ratio of 1 to 4, maximum group size of 12.	children. There were 13 children in the room with only 3 staff members.	
R 400.8134(2)(j)	Hand washing. When soiled.	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.	Repeat Violation Established Interim: 11/8/2023
R 400.8134(3)(a)	Hand washing. Before meals, snacks, or food preparation experiences.	The children in the toddler room used hand sanitizer before eating their lunch even though there was a toilet in the hallway.	Violation Established
R 400.8134(3)(b)	Hand washing. After toileting or diapering.	The staff members did not ensure that the children washed hands after diapering.	Violation Established
R 400.8152(5)	Medication; administrative procedures. A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.	One of the Epi-pens was expired.	Violation Established
R 400.8131(12)	Professional development requirements. 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	Out of the 15 child care staff members, one staff member did not complete the health and safety update on Mi registry for 2023.	Violation Established

	MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.		
R 400.8143(12)	Children's records. A parent's written permission for the child's participation in field trips must be obtained at the time of enrollment or before each field trip, and kept on file at the center.	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.	Violation Established
R 400.8146(3)(c)	Information provided to parents. Elimination patterns, including bowel movements, consistency, and frequency.	The staff members did not enter the diapering times for some toddlers for March 6th and March 7th ,2024.	Violation Established

Technical Assistance	
<i>Rule Number</i>	<i>Rule</i>
R 400.8173(2)	The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.
R 400.8179(6)	A typical daily routine must be posted in a place visible to parents.
R 400.8110(3)(c)	A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.
R 400.8137(1)(f)	Is washed, rinsed, and sanitized after each use.

R 400.8152(2)	A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.
R 400.8122(9)	Verification of the education, credentials, and experience of each lead caregiver shall be kept on file at the center or at MiRegistry.

Hours of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00 AM To 5:30 PM	08:00 AM To 5:30 PM	08:00 AM To 5:30 PM	08:00 AM To 5:30 PM	08:00 AM To 5:30 PM		

Bureau Recommendation
You have submitted an acceptable corrective action plan. I recommend issuance of a regular license with increased monitoring through unannounced onsite visits.

Approved By:			
<i>Y. S. Shafiqi</i> 3/25/24			
Bagvati Yedur			
Licensing Consultant	Date		