



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 12, 2023

Paige Schlager
Shepherd King Lutheran Church
5300 W Maple Rd
West Bloomfield, MI 48322

RE: License #: DC630022272
Shepherd King Preschool
5300 W Maple Rd
West Bloomfield, MI 48322

Dear Ms. Schlager:

This letter is to advise you that the 01/05/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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 400.8131 (1) Professional development requirements	There was no documentation that one of six child care staff members was provided an orientation about the center's policies and practices and these administrative rules before unsupervised contact with children.	The program director will document orientation for all child care staff members.	01/05/2023
R 400.8131 (6) (a-h) Professional development requirements	Two of five child care staff members did not complete 16 clock hours of professional development annually.	Moving forward, all child care staff members will complete 16 clock hours of professional development annually. Every few months, the program director will	01/05/2023

	<ul style="list-style-type: none"> • One child care staff member (M.M.) completed 13.5 hours of training in 2022 and 7 hours of training in 2021. • One child care staff member (D.B.) completed 3 hours of training in 2021. 	check if child care staff members have completed four or more hours of training. The program director will also remind them about annual hours of professional development.	
R 400.8131 (8) Professional development requirements	The center did not develop and implement an on-going professional development plan to include all the training and professional development required by these rules.	The program director will develop an on-going professional development plan and will update it annually.	01/05/2023
R 400.8131 (10) Professional development requirements	<p>One of five child care staff members (Y.P.) did not have documentation of CPR and first aid training.</p> <p>The program director emailed me verification of Y.P.'s CPR and first aid training on 01/06/2023.</p>	If child care staff member (Y.P.) cannot provide verification of her CPR and first aid training, she will complete CPR and first aid training through the American Heart Association during the month of April.	01/12/2023
R 400.8143 (6) (c) Children's records	<p>Five of ten children's records reviewed did not contain a physical evaluation within 30 days of the child's initial attendance that notes any restrictions and is signed by a physician or the physician's designee.</p> <ul style="list-style-type: none"> • One record did not contain a physical evaluation. • Two records had physical evaluations that were not completed within 30 days of the 	<p>The program director will have the child's parent submit a signed physical evaluation form.</p> <p>Moving forward, completed physical evaluation forms will be obtained within 30 days of the child's initial attendance.</p>	01/05/2023

	<p>children's initial attendance. One child's date of admission was 09/20/2022 and the physical evaluation was completed on 11/03/2022. One child's date of admission was 09/07/2022 and the physical evaluation was completed on 11/02/2022.</p> <ul style="list-style-type: none"> Two records had physical evaluations that did not note any restrictions. 		
R 400.8146 (2) Information provided to parents	One of ten children's records reviewed did not contain written documentation that the parent received the written information packet, as required by subrule (1) of this rule.	The program director will have the parent sign the parent handbook acknowledgement form.	01/05/2023
R 400.8161 (8) Emergency procedures	There was no documentation that child care staff members were trained at least twice in 2022 and 2021 on her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule.	The program director will train child care staff members at least twice a year on their duties and responsibilities for all emergency procedures.	01/05/2023
R 400.8173 (8) Equipment	The center did not have a current and accurate equipment inventory available at the time of the renewal inspection.	The program director will complete an inventory list and will update it annually.	01/05/2023

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 "Alicia Wiggins". The signature is written in black ink and is positioned above the typed name and contact information.

Alicia Wiggins, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(248) 369-7892