



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

May 21, 2021

Stephen Turk  
 Guardian Angels School  
 521 E. 14 Mile Rd.  
 Clawson, MI 48017

RE: License #: DC630077689

RE: SI LOG #: **Guardian Angels Preschool/Latchkey  
 521 E. 14 Mile Road  
 Clawson, MI 48017**

Dear Mr. Turk:

This letter is to advise you that the 05/21/2021 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 400.8112(2)(e) Comprehensive background check; fingerprinting	Ms. Kane did not disconnect 27 child care staff members that are not currently employed by the center and one child care staff member was not connected to the center.	The staff members that are not employed by Guardian Angels school and preschool will be disconnected from the CCBC. The staff member that is not connected in the CCBC will be connected upon receipt of their fingerprints. The CCBC will be reviewed by the preschool director, in September and March of every school year to make sure that it is up to date. Upon termination of staff members, the director will	06/01/2021

		release that staff member from the CCBC immediately.	
R 400.8113(13) Program director qualifications; responsibilities.	Ms. Kane did not have her Oakland Community College official transcripts on file.	The official transcripts of Julie Kane, from Oakland Community College, were sent to the LARA representative and a copy was placed in her personal file to be kept at the school.	05/12/2021
R 400.8125(4) Staff; volunteer; requirements.	The center did not have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care.	<p>By 6/1/2021, the preschool director will add to the Preschool Parent handbook and Latchkey handbook the following statements to the policies about volunteers.</p> <p>(1) All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.</p> <p>(2) A licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.</p> <p>(3) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:</p>	06/01/2021

		<p>(a) The individual is aware that abuse and neglect of children is against the law.</p> <p>(b) The individual has been informed of the center's policies on child abuse and neglect.</p> <p>(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.</p>	
R 400.8131(3) Professional development requirements.	Five child care staff members did not have documentation of completed training on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.	The preschool director will have a plan with links for staff training in the areas of prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. This training will be completed yearly through MiRegistry and proof will be required before staff is allowed to be with children. If the training is not provided on MiRegistry, then the director will facilitate the training. This training will be done through Mi Registry or by the director, as needed with new hires that start with the school within 30 days of hire.	06/01/2021
R 400.8131(4) Professional development requirements.	Five child care staff members did not have documentation of completed training on prevention and control of infectious disease training, including immunizations.	By 6/30/2021. The preschool director will have a training plan with links for staff training in the areas of prevention and control of infectious disease training, including immunizations. This training will be completed yearly through MiRegistry and proof will be required before staff is allowed to be with children. If the training is not provided on MiRegistry, then the director will	06/30/2021

		facilitate the training. This training will be done through Mi Registry or the director, as needed with new hires that start with the school within 30 days of hire.	
R 400.8131(5) Professional development requirements.	Five child care staff members did not have documentation of the completed training topics listed above.	The LARA representative was sent proof of completion of training for the staff that was missing documentation of the MiRegistry health and safety courses. In the future, preschool and latchkey staff will be required to complete either the health and safety 1&2 training or the refresher course in August before students are in the building. This training will be done through Mi Registry as needed with new hires that start with the school within 30 days of hire.	05/12/2021
R 400.8131(12) Professional development requirements.	Three child care staff members did not have documentation of completed 2020 updated health and safety training.	The LARA representative was sent proof of completion of training for the staff that was missing documentation of the MiRegistry health and safety courses. Moving forward, the director will make sure that staff is aware of any new updates or training offered on Mi Registry and will see to it that the documentation of the training is in the staff file that is kept on site at preschool.	05/12/2021
R 400.8143(1) Children's records.	Eight child information cards were reviewed, and all were missing one or more of the following items: date of admission, parent	All current preschool files will be reviewed by the preschool director, and brought up to date, with the date of admission of students. Moving forward, CIR	06/01/2021

	employer information, special needs, special instructions, and allergies.	files will be reviewed by the preschool director upon acceptance and the date of admission will be added, the file will be looked over to make sure that all spaces are filled and none are left blank. The files that are missing information will be presented to parents for any additions.	
R 400.8143(2) Children's records.	Eight child information cards were reviewed and two were not updated annually.	The director of the preschool will write a new procedure for reviewing the CIR cards to be implemented starting September 2021. The new policy will state that the cards will be reviewed in both September and March of the current school year by the parents.	06/01/2021
R 400.8143(6)(c) Children's records.	Eight children's files were reviewed, and one child's physical did not have restrictions noted.	The director of the preschool will write a new procedure for reviewing health appraisals to be implemented starting September 2021. The new policy will state that the health appraisals will be reviewed upon receipt and will be returned to parents until nothing is left blank.	06/30/2021
R 400.8143(7)(b) Children's records.	Eight children's files were reviewed, and one child's physical was not updated every 2 years.	The director of the preschool will write a new procedure for reviewing health appraisals, to be implemented starting September 2021. The new policy will state that the health appraisals will be reviewed. The date of physical will be inputted in a spreadsheet with dates highlighted that will expire during the current school year. Reminders will be put in the	06/01/2021

		directors calendar to send reminders to parents at least 30 days before the health appraisal expires.	
R 400.8146(1)(h) Information provided to parents.	The center did not provide the school age parents with the centers plan for accident and incidents.	The preschool director and marketing director, will update the parent handbook for the school aged children to include our plan for accidents and incidents that occur at the after school program. The handbook will be updated as policies change or are modified.	06/30/2021
R 400.8146(1)(l) Information provided to parents.	The school age parents did not have a signed licensing notebook statement and the center did not have an updated licensing notebook statement.	The preschool director along with the marketing director, will update the school aged children's handbook adding the after school program handbook to it. The preschool director will create a form for the school aged children to remain on file that states the parents received the after school program handbook, they have a health appraisal on file and have an updated CIR on file. This will remain in the latchkey file at the school.	06/30/2021
R 400.8161(2) Emergency procedures.	The center did not have the above items included in the emergency procedures.	The preschool director will have the policies for the above procedures updated to include children with special needs and children with chronic medical conditions in all of our emergency procedures.	06/01/2021
R 400.8161(5) Emergency procedures.	The center did not complete at least 1 fire drill within the first quarter in 2019 and third quarter of 2020.	The Preschool director and the school principal will have the 2021-2022 school year fire drill schedule completed. It will have a fire drill scheduled in	06/30/2021

		September when the preschool school year starts and in April/May. This will fulfill the first quarter and last quarter requirements. It should be noted that the center had a fire drill scheduled in March 2020 and was unable to fulfill the fire drill due to the pandemic lockdown.	
R 400.8161(6) Emergency procedures.	The center did not complete at least 2 tornado drills between the months of March through November in 2020. The center completed one tornado drill.	The Preschool director and the school principal will have the 2021-2022 school year Tornado drill schedule completed. It will have a Tornado drill scheduled in September when the preschool school year starts and in April/May. This will fulfill the requirements. It should be noted that the center had a tornado drill scheduled in April 2020 and was unable to fulfill the fire drill due to the pandemic lockdown.	06/30/2021
R 400.8161(8) Emergency procedures.	The center did not have documentation on file that emergency procedures were reviewed with staff at least twice a year for 2019 and 2020.	The preschool director and school principal will have a training schedule in place for review of the safety procedures. The preschool director will have a sign in sheet to document the attendance of preschool staff. In the event that a staff member is unable to attend training, the preschool director will train this team member individually.	06/30/2021
R 400.8170(16) Outdoor play area.	The mulch under the slides on the playground was not restored to the required depth.	The preschool director restored the mulch at the end of the slide to the required depth. The teachers and/or director will check the mulch and restore it as needed. The director will check it and restore it on a weekly basis	05/10/2021

		to keep the depth safe. Moving forward, the preschool director will be looking into getting slide mats for the end of the slide to keep the play area safe for the students.	
R 400.8173(4)(b) Equipment.	The area rug in classroom 104 is not secure to the floor and has frayed edges.	The rug in room 104 was trimmed of frayed edge and secured with rug tape by the classroom teacher. The rugs will be checked on a monthly basis by the classroom teacher to be sure they are free of snags and are secure to the floor.	05/10/2021

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 (248) 975-5053.

Sincerely,



Thomasa Bond, Licensing Consultant  
 Bureau of Community and Health Systems  
 4th Floor, Suite 4B  
 51111 Woodward Avenue  
 Pontiac, MI 48342  
 (248) 860-2439