



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 7, 2022

Federica Kasabasic
School In The Pines Inc.
3044 Tipsico Lake Rd
Hartland, MI 48353

RE: License #: DC630096175
School Bell
4501 W Highland Rd
Milford, MI 48380

Dear Ms. Kasabasic:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 03/30/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

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.

The department did not determine a child care staff members eligibility prior to unsupervised contact with children. Child Care Staff Member, Sara Blackburn did not complete fingerprinting prior to working with children. Therefore, eligibility could not be determined.

R 400.8125 Staff; volunteer; requirements.

(5) 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:

(a) The individual is aware that abuse and neglect of children is against the law.

(b) The individual has been informed of the center's policies on child abuse and neglect.

(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.

A written statement indicating that staff are aware that child abuse and neglect of children is against the law, that an individual has been informed of the center's policies on child abuse and neglect, and that individuals know that they are required by law to immediately report suspected abuse and neglect to children's protective services was not signed and dated by staff. One of five reviewed staff files did not contain this document.

R 400.8143 Children's records.

(2) Child information records must be reviewed and updated by parents at least annually and when the center becomes aware of changes.

Child information records were not reviewed and updated annually. Three of nine child information records were not updated within the last year. Cards were last updated on 7/18/2019, 1/18/2021, and 2/11/2021.

Due to the violations, you must send us a corrective action plan by 04/29/2022. 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.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

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,



Michelle Fruehan, Licensing Consultant
 Bureau of Community and Health Systems
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (248) 672-9158