



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 15, 2022

Joseph Zmikly
St. Joseph Catholic School
703 N. Lapeer Road
Lake Orion, MI 48362

RE: License #: DC630251395

**St. Joseph Catholic School
703 N. Lapeer Road
Lake Orion, MI 48362**

Dear Mr. Zmikly:

This letter is to advise you that the 02/15/2022 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 400.8110(14) Applicant; licensee; licensee designee; requirements.	The center did not have a notice in a place accessible and visible to parents that vaping was prohibited on the center's property.	The school secretary will post the no vaping sign.	3/14/22
R 400.8110(4) Applicant; licensee; licensee designee; requirements.	The licensing notebook at the center did not have any licensing reports or the related corrective action plans since 2017.	The principal/licensee designee will move the licensing reports and the corrective action plans into the licensing notebook.	3/14/22

R 400.8125(4) Staff; volunteer; requirements.	The written policy regarding staff and volunteer supervision policy did not have a statement that any individual registered on the public sex offender registry is prohibited from having contact with any child in care.	The principal/licensee designee will add the statement in volunteer supervision policy prohibiting individuals on sex offender registry to have any contact with the children.	3/14/22
R 400.8131(11) Professional development requirements.	Out of the 5 staff records reviewed, 4 staff records did not have verification of training for several hours in both 2020 and 2021.	The principal/licensee designee will invite all staff members to be a part of MiRegistry school account so that the trainings are visible.	3/14/22
R 400.8143(1) Children's records	Out of the 12 children's records reviewed, 5 children's cards did not have employer name and phone number, 3 children did not have date of admission.	The program director will review the child information cards to ensure that all information is entered.	3/14/22
R 400.8146(1)(I)(i) Information provided to parents	The written information packet provided to parents did not have a notice of the availability of the center's licensing notebook including the statement that the notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.	The principal/licensee designee will revise the parent packet to include the notice of availability of licensing notebook to include the necessary information.	3/14/22
R 400.8146(1)(I)(ii) Information provided to parents.	The written information packet provided to parents did not have a notice of the availability of the center's licensing notebook	The principal/licensee designee will revise the parent packet to include the notice of availability of licensing notebook to include the necessary information.	3/14/22
R 400.8146(1)(I)(ii) Information provided to parents.	The written information packet provided to parents did not have a notice of the	The principal/licensee designee will revise the parent packet to include the notice of availability of	3/14/22

	availability of the center's licensing notebook including the statement that the licensing inspection and special investigation reports from at least past 3 years are available on the department's licensing website with the address in bold print.	licensing notebook to include the necessary information.	
R 400.8152(4) Medication; administrative procedures.	One child did not have a pharmacy label on the Epi-pen with the first and last name, and physician's name.	The school secretary will get the pharmacy label to be included in the Epi-pen.	3/14/22
R 400.8152(5) Medication; administrative procedures.	The Epi-pen had expired in January of 2021 and was still at the center.	The expired Epi-pen will be returned to the parent.	3/14/22
R 400.8164(2) Telephone service.	The center did not have a list of emergency phone numbers, including 911, fire, police, and the poison control center and facility's address and 2 main cross streets.	The school secretary will make sure that the information sheet is posted above all school phones.	3/14/22

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 black ink, appearing to read "Bagvati Yedur".

Bagvati Yedur, Licensing Consultant
Bureau of Community and Health Systems
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P.O. Box 30664
Lansing, MI 48909
(248) 736-1869