



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 3, 2023

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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 02/02/2023. 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 400.8131 Professional development requirements.

(12) 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 MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.

Out of the 5 staff records reviewed, 1 staff member did not complete the refresher course for health and safety training published by MiRegistry for 2022.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall

complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

Out of the 5 staff records reviewed 1 staff member did not complete the original health and safety training in the above- mentioned topics.

R 400.8143 Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Out of the 12 children's records reviewed 3 records did not have the information on employer's name and phone number.

Due to the violations, you must send us a corrective action plan by 2/23/23. 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.

Technical assistance was provided regarding snack menu provided to the parents of the child care children.

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,

A handwritten signature in black ink, appearing to read "B. Yedur".

Bagvati Yedur, Licensing Consultant
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(248) 736-1869