



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 2, 2022

Randa Nasr
St. George Child Care Center
2160 East Maple Road
Troy, MI 48083

RE: License # DC630410170
Troy Learning Center
2160 East Maple Road
Troy, MI 48083

Dear Ms. Nasr:

This letter is a follow-up to the on-site inspection conducted at your center on 01/26/2022. 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 400.8110 Applicant; licensee; licensee designee; requirements.

(14) A center shall post a notice in a place accessible and visible to parents, staff, and visitors stating that smoking and vaping are prohibited in the center and on the center's property.

The center did not have a no smoking and no vaping sign posted.

R 400.8110 Applicant; licensee; licensee designee; requirements.

(3) All of the following must be in a place, accessible, and visible to parents:

(c) A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.

A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers was not posted.

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:

- (a) A licensee.
- (b) A licensee designee.
- (c) A child care staff member.
- (d) A child care aide.

Eligibility was not provided.

R 400.8112

Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(a) Ensure that each individual who requires an eligibility determination under subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, www.michigan.gov/ccbc. The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.

(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

(d) Establish and activate an account and accurately enroll each individual listed in subrule (1) of this rule in the child care background check system.

(e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

Consent and disclosures were not completed.

R 400.8113

Program director qualifications; responsibilities.

(2) A program director shall be present in the center in the following manner:

(a) Full time for programs operating less than 6 continuous hours.

The center does not have a program director.

R 400.8122 Lead caregiver; qualifications; responsibilities.

(2) At least 1 lead caregiver shall be assigned to each group of children in a self-contained or well-defined space and shall be present and providing care in the assigned group in the following manner:

(a) Full time for programs operating less than 6 continuous hours.

The center does not have a lead caregiver.

R 400.8125 Staff; volunteer; requirements.

(4) 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.

The center does not have a screening policy.

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.

The center does not have a written statement.

R 400.8131 Professional development requirements.

(1) The center shall provide an orientation about the center's policies and practices and these administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children.

The center does not have a new hire orientation.

R 400.8131

Professional development requirements.

(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.

CPR and First aid required for staff.

R 400.8131

Professional development requirements.

(8) An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules.

The center did not have an on-going professional development plan.

R 400.8146

Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

- (a) Criteria for admission and withdrawal.
- (b) Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- (c) Fee policy.
- (d) Discipline policy.
- (e) Food service policy.
- (f) Program philosophy.
- (g) Typical daily routine.
- (h) Parent notification plan for accidents, injuries, incidents, and illnesses.
- (i) Transportation policy, if applicable.
- (j) Medication policy.
- (k) Exclusion policy for child illnesses.
- (l) Notice of the availability of the center's licensing notebook. The notice must include all of the following:
 - (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.

(ii) The licensing notebook is available to parents during regular business hours.

(iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare. The website address must be in bold print.

(m) The website where parents can access these rules is www.michigan.gov/michildcare.

The center did not have a written parent handbook with the required information.

R 400.8146 Information provided to parents.

(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

The center did not have an acknowledgement statement.

R 400.8155 Child accidents and incidents; child and staff illness.

(1) A center shall have a written plan for how and when a parent is notified when personnel observe any of the following:

- (a) Changes in a child's health.
- (b) A child experiences an accident, injury, or incident.
- (c) A child is too ill to remain in the group.

The center did not have a written plan for notifying parents.

R 400.8155 Child accidents and incidents; child and staff illness.

(5) A center shall have a written policy detailing when children, staff, and volunteers will be excluded from the center due to illness.

The center did not have a written policy detailing when children, staff, and volunteers will be excluded from the center due to illness.

R 400.8161 Emergency procedures.

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

- (a) Fire.
- (b) Tornado.

- (c) Other natural or man-made disasters.
- (d) Serious accident, illness, or injury.
- (e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

The center did not have written emergency procedures posted.

R 400.8161 Emergency procedures.

- (2) The written procedures must include all of the following:
 - (a) A plan for evacuation.
 - (b) A plan for safely moving children to a relocation site.
 - (c) A plan for shelter-in-place.
 - (d) A plan for lockdown.
 - (e) A plan for contacting parents and reuniting families.
 - (f) A plan for how each child with special needs will be accommodated during each type of emergency.
 - (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

The center did not have emergency procedures that include the above information.

R 400.8164 Telephone service.

- (3) Emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, must be conspicuously posted in a place visible to staff.

The center did not have the information listed by the telephones.

R 400.8173 Equipment.

- (2) The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.

The center did not have the recall list posted.

R 400.8173 Equipment.

(8) A current and accurate equipment inventory must be provided to the department before issuance of the original license and updated and made available at each renewal.

The center did not provide an equipment list.

R 400.8330 Food services and nutrition generally.

(10) Menus must be planned in advance, dated, and posted in a place visible to parents. Food substitutions must be noted on the menus the day the substitution occurs.

The center did not have menu.

R 400.8350 Toilets; hand washing sinks.

(4) Hand washing sinks for children must be accessible to children by platform or installed at children's level.

The center did not have a platform at the sinks for the children.

R 400.8380 Maintenance of premises.

(7) Light fixtures, vent covers, wall-mounted fans, and similar equipment attached to walls and ceilings must be easily cleanable and maintained in good repair.

Two lights in the classrooms were not working.

R 400.8510 Plans and specifications; submission; approval; inspections.

(5) Fuel-fired furnaces shall be inspected by a licensed mechanical contractor before issuance of an original license and every 2 years at renewal.

The center did not have a furnace inspection.

R 400.8510 Plans and specifications; submission; approval; inspections.

(6) Fuel-fired water heaters shall be inspected by a licensed mechanical contractor or a licensed plumbing contractor before issuance of an original license and every 2 years at renewal

The center did not have a hot water tank inspection.

The following items are also required:

- Staffing plan (BCAL-5001)
- Copy of driver's license for licensee designee

Due to the violations, you must send us a corrective action plan by 03/02/2022. 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, I will schedule a follow-up onsite inspection.

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.

Sincerely,



Thomasa Bond, Licensing Consultant
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