



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

May 23, 2022

Erin Matts
St. Mary Cathedral School
321 N. Otsego Ave.
Gaylord, MI 49735

RE: License #: DC690268385
St. Mary Elementary Preschool/After School Academy
321 N Otsego Ave
Gaylord, MI 49735

Dear Ms. Matts:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/19/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the on-site inspection the programming I observed included the following: lunch, rest time, free play, circle time, story time, hand washing, snack and departure of preschool, arrival of after school care, snack and outdoor play. I observed the caregivers' interactions with the children in care to be developmentally appropriate and responsive to their needs.

The violations that were found are:

R 400.8125 Staff; volunteer; requirements.

(3) 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.

I observed three supervised volunteers during the on-site inspection; they did not have a public sex offender registry (PSOR) clearance on file.

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.

I observed three supervised volunteers during the on-site inspection, they did not have a signed statement regarding abuse and neglect on file.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

I observed three supervised volunteers during the on-site inspection, they did not have verification of communicable tuberculosis (TB) status on file.

**REPEAT VIOLATION ESTABLISHED
LSR Dated 04/15/2021
Corrective Action Plan Dated 04/15/2021**

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.

I reviewed eight staff files. Five staff members did not complete the 2021 miregistry.org health and safety refresher and one staff member did not complete the 2020 miregistry.org health and safety refresher.

R 400.8131 Professional development requirements.

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Child care staff members Jessica Benoit and Denise Burzynski did not complete miregistry.org health and safety training for child care providers course 1 and 2.

REPEAT VIOLATION ESTABLISHED

LSR Dated 04/15/2021

Corrective Action Plan Dated 04/15/2021

R 400.8131 Professional development requirements.

(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.

Child care staff members Jessica Benoit and Denise Burzynski did not complete miregistry.org health and safety training for child care providers course 1 and 2.

REPEAT VIOLATION ESTABLISHED

LSR Dated 04/15/2021

Corrective Action Plan Dated 04/15/2021

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.

Child care staff members Jessica Benoit and Denise Burzynski did not complete miregistry.org health and safety training for child care providers course 1 and 2.

REPEAT VIOLATION ESTABLISHED
LSR Dated 04/15/2021
Corrective Action Plan Dated 04/15/2021

R 400.8134 Hand washing.

- (3) Staff and volunteers shall ensure that children wash their hands at all of the following times:
 - (a) Before meals, snacks, or food preparation experiences.

Staff did not ensure the after-school children washed their hands before snack.

REPEAT VIOLATION ESTABLISHED
LSR Dated 03/25/2019 and Inspection Report Dated 05/02/2018
Corrective Action Plans Dated 04/10/2019 and 05/10/2018

R 400.8161 Emergency procedures.

- (5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

There were no fire drills completed December 2020 through June 2021 and December 2021 through April 2022.

Inspection Report Dated 05/02/2018
Corrective Action Plan Dated 05/10/2018

R 400.8161 Emergency procedures.

- (6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.

There were no tornado drill completed in 2021.

REPEAT VIOLATION ESTABLISHED
LSR Dated 04/15/2021 and Inspection Report Dated 05/02/2018
Corrective Action Plans Dated 04/15/2021 and 05/10/2018

During the exit conference, I provided technical assistance and consultation to Ms. Matts on the following: supervised volunteers can not be used in child care member to children ratios and volunteers must be supervised with children at all times.

Due to the violations, you must send us a corrective action plan by 6/9/2022. 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.

I recommend issuance of a first provisional license. If you accept the provisional license, you must sign and return the enclosed waiver form. If you do not accept the provisional license, you must notify this office in writing and an administrative hearing will be scheduled. Even if you don't accept the provisional license, you must still send us an acceptable corrective action plan.

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](#).

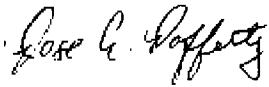
Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

Cheree Riley

Cheree Riley, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(989) 619-1651



May 23, 2022

Rose A. Rafferty	Date
Manager	
Child Care Licensing Bureau	
Gaylord Section	
(989) 423-9687	