



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

DR BEVERLY WALKER
GRIFFEA
DIRECTOR

7/29/2024

St. Matthew Lutheran Church
15395 Rannes St.,
Spring Lake, MI, 49456

License Number: DC700275490
Special Investigation Number: SI-00121767

Dear St. Matthew Lutheran Church,

I conducted a special investigation because the child care licensing division received a complaint against your facility that related to licensing rules or law. The allegations were related to the following:

Rule/Law Number	Rule Description
R 400.8137(6)	Diapers and training pants must be checked frequently and changed when wet or soiled.

The details of the allegations are in the attached report. To investigate the allegations:

- I interviewed: program director, child care staff members, and parent.
- I completed on-site inspections on the following dates: 11/13/2023 and 7/8/2024.

As a result of this investigation, I found the following violation(s):

Rule/Law Number	Rule Description
R 400.8137(6)	Diapers and training pants must be checked frequently and changed when wet or soiled.
R 400.8146(3)(c)	Elimination patterns, including bowel movements, consistency, and frequency.

Due to the violations, you must send us a [corrective action plan](#) by 8/19/2024. You can use our corrective action plan form or create your own.

If you need help writing the corrective action plan, please contact licensing consultant Stacia Thrower at (616) 916-5504 or throwers1@michigan.gov. 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.

During this special investigation:	Yes	No
A rule or law violation was found and a serious injury or death occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A rule or law violation was found and abuse and/or neglect of a child occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This report and any related corrective action plans must be filed in your licensing notebook. This report and any related corrective action plans will be online for parents to review under the [Statewide Search for Licensed Child Care Centers and Homes](#).

Please review this report for accuracy and contact your consultant, Stacia Thrower at (616) 916-5504 or throwers1@michigan.gov. In the event that Stacia Thrower is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Stacia Thrower, Licensing Consultant

Enclosure

**MICHIGAN DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
CHILD CARE LICENSING**

Report Type: Special Investigation Report

Date of Report: 7/29/2024

Special Investigation Number	Complaint/Incident Receipt Date
SI-00121767	10/31/2023
Investigation Initiation Date	Report Due Date
4/19/2024	12/30/2023
License Number	Licensee Name(s)
DC700275490	St. Matthew Lutheran Church
Facility Name	Licensee Designee(s)
St. Matthew Christian Child Care	Samantha K Wilson
Program Type	Central Administrator(s)
Center	
Capacity	Program Director(s) Name
78	
Facility Address	Mailing Address
15395 Rannes St., Spring Lake, MI, 49456	15395 Rannes St., Spring Lake, MI, 49456
Facility Phone Number	Facility Email Address
6168464019	director.footsteps@gmail.com
Original License Issuance Date	License Status:
8/16/2005	Provisional 1
License Effective Date:	License Expiration Date:
1/16/2024	7/15/2024

ALLEGATION(S)

	Violation Established?	
Children's diapers are not regularly checked and changed at the center and the center does not record diaper changes when performed.	Yes	
Additional Finding:	Yes	

METHODOLOGY

Date	Activity
4/19/2024	Special Investigation Case Created SI-00121767
7/9/2024	Exit Conference

	Samantha Wilson onsite and via email.
11/13/2023	Special Investigation Initiated via On-site Interviewed Acting Director 1
7/8/2024	Contact – Phone Call Made Child A's Mother
7/8/2024	Contact – Text Message Received Child A's Mother
7/8/2024	Inspection Completed On-Site Interviewed Program Director 1, Child Care Staff Member 1, and Child Care Staff Member 2.

ALLEGATION: Children's diapers are not regularly checked and changed at the center and the center does not record diaper changes when performed.

INVESTIGATION:

I conducted an unannounced onsite inspection on 11/13/2023 and explained the allegations to Acting Director 1. Acting Director 1 explained that the center tries to keep accurate records regarding diaper changes in their electronic application, but child care staff members sometimes forget to input the information due to being busy. The center's policy is to change children's diapers every two hours or as needed, but some children are more prone to rashes due to skin sensitivity. Acting Director 1 stated that children's diapers are regularly changed at the center but acknowledged that she sometimes forgets to record the information for parents in the electronic application that the center uses for parent communication. She explained that one day recently, Child A's (female, 8 months) diaper changes were not recorded all day in the electronic application. She could not recall the exact day that this occurred but stated that Child A's diapers had been changed on this date. Child A's Mother sent a message to the center voicing concern that Child A's diaper changes had not been recorded all day. I asked Acting Director to explain why Child A's diaper changes were not recorded if they occurred. She explained that child care staff members use their personal telephones to record this information in the app. Child Care Staff Member 3 changed Child A's diapers, but she struggles to use the updated technology and doesn't possess a smart phone. I recommended that the center provide training for Child Care Staff Member 3 regarding the use of technology and develop a system that would allow Child Care Staff Member 3 to record diaper changes without the use of a smart phone. Acting Director 1 reported that Child A arrives at the center at approximately 8:00AM each day and she leaves the center at approximately 4 – 5:00PM daily. I asked to review the diaper changing records for Child A for random dates. On 11/10/2023, the record for Child A reflected that her diaper was changed at 9:34AM and at 12:08PM. There were no other diaper changes recorded for Child A on this date. On 10/18/ 2023, the records reflect that Child A's diaper was changed at 9:40AM and at 12:25PM. There were no additional diaper changes noted for this date. I asked Acting Director 1 to explain why there were so few diaper changes recorded for Child A on these dates. She reiterated that child care staff members forget to record the diaper changes due to them being so busy and they are currently understaffed.

I conducted an onsite inspection on 7/8/2024. I interviewed Program Director 1 regarding the allegations. She explained she was not working at the center when these initial allegations were made. She explained that the center's policies require that diaper changes occur every two hours or sooner if diapers are wet or soiled. The center replaced the previously used electronic system with an updated program to record necessary information regarding infants and toddlers. She acknowledged that Child Care Staff Member 3 still is unable to use the electronic systems in place. Instead, she records the required information regarding infants and toddlers on paper and the lead caregivers record the information in the electronic system. I reviewed the record of diaper changes for Child A for several dates including 2/15/2024, 4/26/2024, 5/17/2024, and 6/6/2024. The record reflected that Child A's diaper was changed every one to two hours at the center. Program Director 1 reported that she has not received complaints or concerns from any parent regarding diaper changes since she has become the Program Director at the center.

I interviewed Child Care Staff Member 1 regarding the allegations. She stated that for the most part, child care staff members do a good job of changing children's diapers. However, there were previous reports of a child's diaper not being changed which led to the child developing a diaper rash. I asked Child Care Staff Member 1 to provide more information about this incident. She explained that in the Fall of 2023, Child A's Mother complained that Child A's diaper had not been changed frequently enough and Child A had a diaper rash on her bottom. Child Care Staff Member 1 said she was not working at the center the day prior to this incident occurring, but Child A's Mother followed up with her when she returned to work the following day. Child A's Mother showed her the diaper rash. Child A was very red, and her skin was "almost raw." The rash appeared painful for Child A. Since this incident, the center has changed the electronic system that is used to document diaper changes. The new system is more intuitive and there have been no additional reports or concerns made regarding diaper changes and Child A is still enrolled at the center.

I interviewed Child Care Staff Member 2 regarding the allegation. She has worked at the center for approximately three months. She reported that diapers are changed every two hours or when soiled or wet. She hasn't received any reports regarding concerns related to diaper changes. All diaper changes are recorded in the center's electronic application and that information is transmitted to parents for review.

I conducted a telephone interview with Child A's Mother via telephone on 7/8/2024. She reported dropping Child A off for care at the center on 10/26/2023. Child A was fine at the time of drop off, and she did not have a diaper rash. Child A's Father picked her up from care on 10/26/2023 and changed her diaper upon arriving home. When Child A's Father changed her diaper, he observed that Child A was very red and inflamed in her genital area and her inner thighs and Child A was screaming and crying from pain. Child A's Mother described Child A's skin as "raw and tender." She stated they received a message from Child Care Staff Member 4 on the center's electronic application stating that Child A had a red bottom. Child A's Mother asked Child Care Staff Member 4 if Child A had sat in a diaper too long. There were no diaper changes noted in the

electronic application for the entire day, and she wanted to verify that Child A's diapers had been changed. Child A's Mother reported being very upset and stated that Child Care Staff Member 4 responded to her message acknowledging that Child A had sat in her diaper too long. Child A's Mother forwarded me those messages for review. The messages are dated 10/26/2023 and per the messages Child Care Staff Member 4 wrote, "Child A has very red bum. I wonder if it's from oranges or antibiotic." Child A's Mother replied, "She is not taking antibiotic anymore." Child A's Mother then asked, "Did she sit in a diaper too long and that's why she is red?" Child Care Staff Member 4 responded, "I think she sat in one too long, but we have not been getting the electronic application up to date well today." Child A's Mother also forwarded a copy of Child A's report from the electronic application dated 10/26/2023. There were no diaper changes recorded for this date. When Child A's Mother returned to the center the following day, child care staff members stated that they had changed Child A's diaper, but there is no evidence of this as there were no diaper changes recorded for Child A on 10/26/2023.

I was unable to interview Child Care Staff Member 4 regarding the allegations as she was not present at the center on the date of inspection and is not expected to return until 7/16/2024.

RULE/STATUTORY VIOLATIONS:

APPLICABLE RULES	
R 400.8137(6)	Diapers and training pants must be checked frequently and changed when wet or soiled.
ANALYSIS:	On 10/26/2023, Child A's diapers were not checked and changed when wet or soiled.
CONCLUSION:	Violation Established

ADDITIONAL FINDING:

APPLICABLE RULES	
R 400.8146(3)(c)	Elimination patterns, including bowel movements, consistency, and frequency.
ANALYSIS:	Child care staff members failed to provide accurate daily records.
CONCLUSION:	Violation Established

BUREAU RECOMMENDATION

Bureau Recommendation

Upon receipt of an acceptable corrective action plan, I recommend the no change in the status of the license.

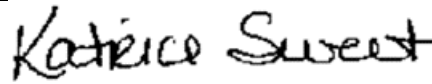
Approved By:



Stacia Thrower 07/26/2024

Consultant

Date



Katrice Sweet 07/29/2024

Area Manager

Date