



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 30, 2023

Renee Linscott
Future Steps, LLC
11260 8th Ave.
Grand Rapids, MI 49534

RE: License #: DC700305351
Future Steps
11260 8th Ave.
Grand Rapids, MI 49534

Dear Ms. Linscott:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 06/07/2023. 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.

Child Care Staff Member (CCSM) 1 did not complete the 2021 Health and Safety Refresher course on MiRegistry.
CCSM 2 did not complete the 2020, 2021, and 2022 Health and Safety Refresher courses on MiRegistry.

REPEAT VIOLATION ESTABLISHED
LSR dated 09/09/2022
Corrective Action Plan dated 11/24/2022

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.

CCSM's 2, 3, 4, 5, 6, and 7 were not trained on prevention of shaken baby syndrome, abusive head trauma, and child maltreatment, and recognition and reporting of child abuse and neglect prior to caring for children.

REPEAT VIOLATION ESTABLISHED
LSR dated 09/09/2022
Corrective Action Plan dated 11/24/2022

REPEAT VIOLATION ESTABLISHED
LSR dated 07/17/2020
Corrective Action Plan dated 09/16/2020

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.

CCSM's 2, 3, 4, 5, 6, and 7 did not complete training in prevention and control of infectious disease, including immunizations before having unsupervised contact with children.

REPEAT VIOLATION ESTABLISHED
LSR dated 09/09/2022
Corrective Action Plan dated 11/24/2022

REPEAT VIOLATION ESTABLISHED
LSR dated 07/17/2020

Corrective Action Plan dated 09/16/2020

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.

CCSM's 2, 3, and 7 did not complete training in the following topics within 90 days of hire:

- (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.

REPEAT VIOLATION ESTABLISHED

LSR dated 09/09/2022

Corrective Action Plan dated 11/24/2022

REPEAT VIOLATION ESTABLISHED

LSR dated 07/17/2020

Corrective Action Plan dated 09/16/2020

Due to the violations, you must send us a corrective action plan by 07/20/2023. 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, there will be no change to your license status.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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,



Lisa Bush, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(616) 558-0326