



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

April 28, 2022

Lisa Tran  
City of Saginaw Public Schools  
550 Millard Ave  
Saginaw, MI 48607

RE: License #: DC730295880

RE: SI LOG #: **Saginaw Arts and Science Academy**  
**1903 N Niagra**  
**Saginaw, MI 48602**

Dear Dr. Tran:

This letter is to advise you that the 04/27/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

| Violation cited   | Noncompliance observed  | Plan to correct   | Date to be completed |
|---|---|---|----------------------|
| <b>R 400.8110(6)</b><br><b>Applicant: licensee designee; requirements</b>         | There is no documentation detailing daily arrival and departure times for each childcare staff member.  | 2022 Staff members created a log and sign in and out daily. Will continue to sign in and out daily to maintain compliance. In the future, this will be in the notebook provided for licensing.                | 02/01/2022           |
| <b>R 400.8112(1)(c)</b><br><b>Comprehensive background check; fingerprinting.</b> | Patricia Campbell, childcare staff member, prospective site/program director, has not had her fingerprints completed yet; there was an error with paperwork as reported by licensee designee. | April 20, 2022 Patricia Campbell received a redetermination and is now able to connect with a daycare center. In the future we will make sure the program supervisor has been reviewed and approved prior to. | 04/20/2022           |
| <b>R 400.8112(2)(e)</b>   | The licensee designee has   |   | 02/17/2022           |

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| <b>Comprehensive background check; fingerprinting.</b>                      | not disconnected staff who are no longer working at the center including Jason Landin, Sabrina Batson, Mit Foley, Peggie Hall, Jennifer Warren, Kristi Leveille, and Sylvia Trevino.  | All staff members listed have been disconnected in the database.   |            |
| <b>R 400.8113(2)(a) Program director qualifications; responsibilities.</b>  | The center does not have an approved program director; they will begin looking immediately for a program director. The program was not utilized last year due to issues with COVID, and the program director did not return this year.  | Patricia Campbell, was approved and agreed to take on the program's job of Program Director. Her credentials were sent to the license department for assessment and approval. Until the end of the school year, Brian Feldman will continue to work two days a week. In the future when we have a program director that separate we will notify license and submit documentation in a timely manner. | 04/26/2022 |
| <b>R 400.8119(2)(a-d) Site Supervisor; qualifications; responsibilities</b> | There is no documentation as to qualifications of a site supervisor or that a site supervisor has been designated. Brian Feldman and Patricia Campbell are working in the center; however, their credentials are not onsite for review. | The documents for qualification of Patricia Campbell were emailed to Jeannie Ellis. The documentation of qualification are on site as of March 13, 2022.   | 04/20/2022 |
| <b>R 400.8125(4) Staff; volunteer; requirements</b>                         | There is no posting of the written policy regarding screening and supervision of staff and volunteers.  | The District protocol has been posted in the licensed area. We have posted the statement regarding the screening procedures required by licensing for supervisors, volunteer and staff. Program supervisor will make sure it is always posted.   | 03/11/2022 |
| <b>R 400.8125(5) Staff; volunteer; requirements</b>                         | Brian and Patricia Campbell do not have onsite signed statements regarding child  | Brian Feldman have completed the Child Abuse and Neglect Form and a copy has been placed in the notebook for   | 11/19/2021 |

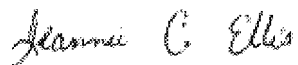
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|  | abuse/neglect and requirements for reporting.   | licensing. On November 19, 2021, Patricia Campbell completed the Child Abuse and Neglect Form and a copy has been placed in the notebook for licensing. In the future, we will make sure the forms are always on file for any staff working in the center.  |            |
| <b>R 400.8128<br/>Staff; volunteer;<br/>tuberculosis</b> | The center does not have documentation as to TB status for center staff Brian Feldman and Patricia Campbell.  | The TB results are on file at the site. In the future, we will have them on file at the time of hire or within 90 days.   | 03/31/2022 |
| <b>R 400.8131(5)<br/>Professional<br/>Development</b>    | Brian Feldman and Patricia Campbell have not completed Health and Safety Course one and two.  | As of March 11, 2022 Brian Feldman has completed the MI Registry Health and Safety Training Part One and Two. On April 2, 2022, Patricia Campbell completed the MI Registry Health and Safety Training Part One and Two. In the future program staff will complete the require training within the 90 days of hire. | 04/02/2022 |
| <b>R 400.8143(1)<br/>Children's<br/>Records</b>          | Fifteen of 15 child information cards are not filled out completely, including date of admissions (15/15), permission for emergency treatment (6/15), special needs or allergies (9/15) and one child's record has incorrect date of birth. | All corrections have been made by the parents. In the future all information will be completed and updated at time of enrollment.   | 02/01/2022 |
| <b>R 400.8161(5)<br/>Emergency<br/>Procedures</b>        | The center is not completing fire drills and per a childcare staff member, they have never done so.   | Quarterly fire drills have been conducted and will be documented yearly and posted in the future.   | 02/01/2022 |
| <b>R 400.8161(6)<br/>Emergency<br/>Procedures</b>        | The center is not completing tornado drills, and per a childcare staff member, they have never  | Required tornado drills have been conducted and will be posted yearly and posted in the future.   | 02/01/2022 |

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|  | done so.  |   |            |
| <b>R 400.8164(3)<br/>Telephone Service</b> | The center's emergency phone posted in the classroom is blank and has no identifying information on it.   | The required emergency numbers have been posted in the area and the phone has been labeled. In the future, program supervisor will make sure it is always posted. | 02/01/2022 |
| <b>R 400.8167(3)<br/>Indoor Space</b>      | The center is not using approved childcare rooms. They are utilizing Brian Feldman and Patricia Campbell's rooms initially. They then moved to the approved childcare room after other students, not enrolled in the childcare program, who are coming in after school to make up test and finish their schoolwork. | Licensed rooms are being used throughout the hours listed of the program. No unapproved space will be used in the future.   | 02/01/2022 |
| <b>R 400.8173(2)<br/>Equipment</b>         | There was no recall list posted.  | LARA recall list has been posted in the licensed areas. We will make sure it is updated as it release from the department in the future.                          | 02/01/2022 |
| <b>R 400.8179(6)<br/>Program</b>           | There is no daily schedule posted.  | A daily schedule has been posted in the licensed areas. In the future will make sure it is always posted.   | 03/14/2022 |

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Jeannie C. Ellis".

Jeannie Ellis, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(517) 590-0191