



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 27, 2022

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

RE: License #: DC730295880  
**Saginaw Arts and Science Academy**  
**1903 N Niagara**  
**Saginaw, MI 48602**

Dear Dr. Tran:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the onsite inspection on January 20, 2022, I found 16 violation(s) listed below and explained in the attached report:

- |                 |  |
|-----------------|--|
| R400.8110(6)    | Applicant; licensee designee; requirements         |
| R400.8112(1)(c) | Comprehensive background check; fingerprinting.    |
| R400.8112(2)(e) | Comprehensive background check; fingerprinting.    |
| R400.8113(2)(a) | Program director qualifications; responsibilities. |
| R400.8119(2)    | Site Supervisor; qualifications; responsibilities  |
| R400.8125(4)    | Staff; volunteer; requirements                     |
| R400.8125(5)    | Staff; volunteer; requirements                     |
| R400.8128       | Staff; volunteer; tuberculosis                     |

R400.8131(5) Professional Development

R400.8143(1) Children's Records

R400.8161(5) Emergency Procedures

R400.8161(6) Emergency Procedures

R400.8164(3) Telephone Service

R400.8167(3) Indoor Space

R400.8173(2) Equipment

R400.8179(6) Program

<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

Attached is the Licensing Study Report for the above referenced facility. Due to one or more rule violations, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and must include the following:

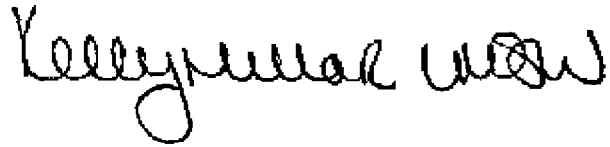
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, a provisional license will be issued. If you fail to submit an acceptable corrective action plan, disciplinary action will result.

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,

A handwritten signature in black ink, appearing to read "Kelly Millar". The signature is written in a cursive style with a large initial "K" and a distinct "M" at the end.

Kelly Millar, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
989-385-6683

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC730295880
<b>Licensee Name:</b>	City of Saginaw Public Schools
<b>Licensee Address:</b>	550 Millard Ave Saginaw, MI 48607
<b>Licensee Telephone #:</b>	(989) 399-4850
<b>Licensee/Designee:</b>	Lisa Tran, Designee
<b>Name of Facility:</b>	Saginaw Arts and Science Academy
<b>Facility Address:</b>	1903 N Niagara Saginaw, MI 48602
<b>Facility Telephone #:</b>	(989) 399-5500
<b>Original Issuance Date:</b>	02/13/2009
<b>Capacity:</b>	50
<b>Age Range:</b>	Ages 6 years Thru 12 years
<b>Program Components:</b>	SCHOOL AGE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 01/20/2022  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 12/14/2021  
 Date of Lead Hazard Risk Assessment, if applicable:  
 Date of Documentation of Playground Compliance, if applicable:

		No. of Records Reviewed	
No. of children enrolled in care	30	15	
No. of staff employed	2	2	
No. of volunteers	0	0	
No. of children present at time of inspection	11		
No. of staff present at time of inspection	1		
No. of volunteers present at time of inspection	0		
No. of children interviewed/observed	11		
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
	Program Director	<input type="checkbox"/>	
	Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: S-32 and computer room.  
 Approved Program Director: None currently  
 Approved Central Administrator: None  
 Approved Variances: None  
 Key Indicator Inspection: none

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8110                      Applicant; licensee; licensee designee; requirements.**

**(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times**

**for each child care staff member, child care aide, and volunteer.**

There is no documentation detailing daily arrival and departure times for each child care staff member.

**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:**

**(c) A child care staff member.**

Patricia Campbell, child care staff member, prospective site/program director, has not had her fingerprints completed yet; there was an error with paperwork as reported by licensee designee.

**R 400.8112 Comprehensive background check; fingerprinting.**

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

(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.

The licensee designee has 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.

**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 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.

**R 400.8119 Site supervisor; qualifications; responsibilities.**

(2) Site supervisors shall meet all of the following requirements:

(a) Be at least 19 years of age.

(b) Have earned a high school diploma, GED, or equivalent.

(c) Have 480 hours of experience working as a child care staff member in a program serving school-age children.

(d) Have completed 15 clock hours, 1 semester hour, or 1.5 CEUs of documented school-age training.

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.

**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.

There is no posting of the written policy regarding screening and supervision of staff and volunteers.

**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.

Brian Feldman and Patricia Campbell do not have onsite signed statements regarding child abuse/neglect and requirements for reporting.

**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.

The center does not have documentation as to TB status for center staff Brian Feldman and Patricia Campbell.

**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.

Brian Feldman and Patricia Campbell have not completed Health and Safety course one and two.

**R 400.8143 Children's records.**

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Fifteen out 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.

**R 400.8161 Emergency procedures.**

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

The center is not completing fire drills and per a child care staff member they have never done so.

**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.

The center is not completing tornado drills and per a child care staff member they have never done so.

**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's emergency phone posted in the classroom is blank and has no identifying information on it.

**R 400.8167            Indoor Space.**

(3) A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.

The center is not using approved child care rooms. They are utilizing Brian Feldman and Patricia Campbells' rooms initially. They then moved to the approved child care room after other students, not enrolled in the child care program, who are coming in after school to make up test and finish up their school work.

**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.

There was no recall list posted.

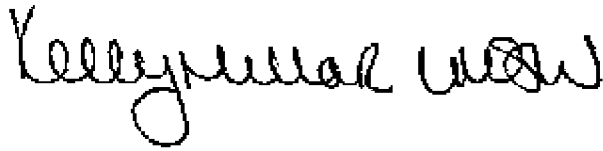
**R 400.8179            Program.**

(6) A typical daily routine must be posted in a place visible to parents.

There is no daily schedule posted.

**IV. RECOMMENDATION**

I recommend a first provisional license upon completion of corrective action plan addressing violations above as they do not have an approved program director.



01/21/2022

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Kelly Millar LMSW  
Licensing Consultant

Date



01/27/2022

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Rose A. Rafferty  
Manager

Date