



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 8, 2023

Steve Elliott
Saginaw Township Community Schools
3465 N Center Rd
Saginaw, MI 48603

RE: License #: DC730311070
Westdale After School Activities Club
705 S. Center
Saginaw, MI 48638

Dear Mr. Elliott:

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 renewal inspection on 05/25/2023, I found eight violations listed below and explained in the attached report:

- R400.8110(12)(a) Applicant; licensee; licensee designee; requirements.**
- R 400.8112(a) Comprehensive background check; fingerprinting.**
- R 400.8112(c) Comprehensive background check; fingerprinting.**
- R 400.8113(3)(c) Program director qualifications; responsibilities.**
- R 400.8128 Staff; volunteer; tuberculosis.**
- R 400.8131(1) Professional development requirements.**
- R 400.8131(4) Professional development requirements.**
- R 400.8131(5) Professional development requirements.**

Due to the violations, you must send us a corrective action plan by 06/28/2023. 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, a regular license will be issued. You will receive it in the mail.

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

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,



DeAndre Lawson, Licensing Consultant
Bureau of Community and Health Systems

enclosure

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

I. IDENTIFYING INFORMATION

License #: DC730311070

Licensee Name: Saginaw Township Community Schools

Licensee Address: 3465 N Center Rd
Saginaw, MI 48603

Licensee Telephone #: (989) 797-1847

Licensee/Designee: Steve Elliott, Designee

Name of Facility: Westdale After School Activities Club

Facility Address: 705 S. Center
Saginaw, MI 48638

Facility Telephone #: (989) 797-1847

Original Issuance Date: 01/16/2013

Capacity: 70

Age Range: Ages 5 years 0 months Thru 9 years

Program Components: BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 05/25/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: Exempt (school)
 Date of Lead Hazard Risk Assessment, if applicable: 11/21/2012
 Date of Documentation of Playground Compliance, if applicable:

		No. of Records Reviewed	
No. of children enrolled in care	84	10	
No. of staff employed	7	5	
No. of volunteers	0	0	
No. of children present at time of inspection	19		
No. of staff present at time of inspection	3		
No. of volunteers present at time of inspection	0		
No. of children interviewed/observed	19		
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>	
	Program Director	<input type="checkbox"/>	
	Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Gym and Computer Room
 Approved Program Director: Michille Federer
 Approved Central Administrator: None
 Approved Variances: None
 Key Indicator Inspection: No

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 on-site inspection, I observed children initiated in free play and arts and crafts activities. I observed parents, caregivers, and children during pick up time. Caregiver interactions with children were positive and nurturing.

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.

(12) The following records must be retained and available to the department:

(a) The name, address, and telephone number for each child enrolled and each employee for at least 2 years after the individual leaves the center.

During the onsite inspection none of the child care staff members had their name, address, and telephone number on file when requested.

R 400.8112 Comprehensive background check; fingerprinting.

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

(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

Mr. Elliott failed to maintain a copy of the completed and sign consent and disclosure form for each individual entered into the child care background check system under the license including: Zander Linert, Michille Federer and Heather Laporte.

R 400.8112 Comprehensive background check; fingerprinting.

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

(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

Mr. Elliott failed to immediately disconnect Breeanna Davis from the system once she was no longer a child care staff member under the license.

R 400.8113 Program director qualifications; responsibilities.

(3) All program directors are responsible for the general management of the center, including the following minimum responsibilities:

(c) Monitoring staff, including an annual evaluations.

Mr. Elliott failed to ensure annual evaluations were completed for child care staff members.

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.

Child care staff members Zander Linert and Michille Federer did not have verification of their tuberculosis status on site.

R 400.8131 Professional development requirements.

(1) The center shall provide an orientation about the center's policies and practices and these administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children.

There was no record that child care staff members Zander Linert or Heather Laporte were provided an orientation about the center's policies and practices and administrative rules before unsupervised contact with children.

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.

Mr. Elliott failed to ensure that child care staff member Zander Linert completed prevention and control of infectious disease training, including immunizations before unsupervised contact with children.

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.

Mr. Elliott failed to ensure that child care staff member Zander Linert completed trainings on administration of medication, prevention of and response to emergencies due to food and allergic reactions, building and physical premises safety, emergency preparedness and response planning, handling and storage of hazardous materials and appropriate disposal of bio-contaminants, precautions in transporting children, if applicable and child development within 90 days of being hired.

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.

 06/28/2023

DeAndre Lawson
Licensing Consultant

Date