



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

October 18, 2022

Lori Pearson  
St Marys Catholic School  
508 Paw Paw St  
Paw Paw, MI 49079

RE: License #: DC800020371

RE: SI LOG #: **St Marys Catholic School**  
**508 Paw Paw St**  
**Paw Paw, MI 49079**

Dear Ms. Pearson:

This letter is to advise you that the 10/18/2022 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
R 400.8112 (1)	██████████ and Ann Kasson have not had a comprehensive background check conducted through the Child Care Background Check System.	St. Marys Catholic School has identified a licensee designee for their facility to assist and support in the process of licensing. On October 5, 2022, Jillian Kellough completed and submitted the forms needed to be established as the licensee designee. As licensee designee and primary user in the CCBC system Jillian will be able to correct the violations cited. - Jillian Kellough (License Designee) will complete a comprehensive background	11/30/2022

		check - Ann Kasson (Program Director) will complete a comprehensive background check. In steps to monitor and maintain compliance, all individuals who wish to become staff members or volunteers of St. Marys Catholic School child care program will be required to complete a comprehensive background check.	
R 400.8112 (2)(b)	Lois Huver did not have a consent and disclosure form on file at the center.	Lois Huver, a Child Care Staff Member, was identified as not having a completed consent and disclosure form on file in her personnel file. While Lois has completed a comprehensive background check for St. Marys Catholic School, our facility did not have this form in her file. Lois will complete a consent and disclosure form, to be placed in her file here at our facility. In steps to monitor and maintain compliance, all individuals who complete a comprehensive background check will have a copy of the completed and signed form entered into the child care background check system under the license and a copy kept on file at the facility	10/31/2022
R 400.8112 (2)(e)	The center is not maintaining the connection of individuals in the CCBC system. Three individuals that are no longer affiliated with the center were not disconnected.	Jillian Kellough will be listed as primary user on the account and will appoint Lois Huver as secondary user. Both Jillian and Lois will be responsible for the accurate completion and maintenance of the connection, disconnection, or withdrawn status of each individual	11/30/2022

		associated with St. Marys Catholic School license.	
R 400.8125 (5)	I reviewed seven child care staff member files. Three of seven files did not contain a written statement signed and dated by staff regarding abuse and neglect.	All staff members now have a signed written statement in their personnel file. Moving forward any future employees or volunteers a part of St. Marys Catholic School licensee program will review and sign a written statement pertaining to the awareness, reporting, and laws established around child abuse and neglect	10/31/2022
R 400.8128	Two of seven child care staff member files reviewed did not contain evidence to verify freedom from communicable tuberculosis.	A request of evidence from the one staff member who has not provided evidence to verify freedom from communicable tuberculosis will be sought and included within their personnel file.	11/30/2022
R 400.8131 (3)	Four of seven child care staff members did not have verification they completed prevention of shaken baby syndrome, abusive head trauma, and child maltreatment or recognition and reporting of child abuse and neglect.	an assessment will be conducted on all staff members of the program to determine what PD requirements have not been completed - requesting evidence of completed trainings to be placed on file in each person's personnel folder. For those individuals who are found to not have completed the training or provide evidence, they will be asked to complete the PD through MIRegistry and print out a log of their completed modules for their personnel file.	1/30/2023
R 400.8131 (4)	Four of seven child care staff members did not have verification they completed prevention and control of	an assessment will be conducted on all staff members of the program to determine what PD requirements have not been completed - requesting evidence	1/30/2023

	infectious disease training including immunizations.	of completed trainings to be placed on file in each person's personnel folder. For those individuals who are found to not have completed the training or provide evidence, they will be asked to complete the PD through MIRegistry and print out a log of their completed modules for their personnel file.	
R 400.8131 (5)	Four of seven child care staff members did not have verification they completed the training topics (a)-(g).	an assessment will be conducted on all staff members of the program to determine what PD requirements have not been completed - requesting evidence of completed trainings to be placed on file in each person's personnel folder. For those individuals who are found to not have completed the training or provide evidence, they will be asked to complete the PD through MIRegistry and print out a log of their completed modules for their personnel file.	1/30/2023
R 400.8134 (2)	Preschool children did not wash hand prior to eating snack. The children were using hand sanitizer.	All students will be using soap and water to wash their hands before eating	Immediately
R 400.8143 (1)	Twelve child files were reviewed. Eleven of 12 child information cards were missing information including date of admission, physician information, employer information, and allergies. One child did not have a child information card in the file.	the lead teacher will work with the school secretary and our student information system to ensure that all student data is entered on these information cards and that each student has a card on file and is accessible. In order to monitor and maintain this compliance piece moving forward, for those students' information cards who are incomplete, notification and follow-up from the school	11/1/2022

		secretary will be communicated to each family and requests to complete the information cards as soon as possible will be made. This information will then be updated on each child's information card and be readily accessible.	
R 400.8143 (8)	School age children did not have an annual signed statement from their parent regarding health and immunizations.	All children a part of St. Marys Catholic School program will receive a signed statement from parents that confirm each of the following: -The child is in good health with activity restrictions noted. -The child's immunizations are up-to-date. -The immunization record or appropriate waiver is on file with the child's school. In order to monitor and maintain this compliance piece, each lead teacher and the office secretary will keep a copy of this signed statement from parents of each child enrolled in the program and follow-up with those parents who have not completed this important enrollment information for their child.	11/1/2022

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

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 "Amy Steger".

Amy Steger, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(269) 568-2915