



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 14, 2021

Rachel Damuth
St Valentine Church
25801 Dow
Redford, MI 48239

RE: License #: DC820018955
St Valentine Latchkey Program
25800 Dow
Redford, MI 48239

Dear Mrs. Damuth,

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 06/14/2021. 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 400.8143 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.

During the onsite inspection on 04/09/2021, during a check of children's records, the date of admission was missing on all 24 child information records.

R 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(I) Notice of the availability of the center's licensing notebook. The notice must include all of the following:

(i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.

(ii) The licensing notebook is available to parents during regular business hours.

(iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

During the onsite inspection on 04/09/2021, there was no documentation of a notice provided to parents of the availability of a licensing notebook that includes all of the above subrules. During our exit conference, I shared how to navigate through our website, www.michigan.gov/michildcare to locate the Written Information Packet BCAL- 4340, that included the notice of the availability of the licensing notebook.

During the inspection on 04/09/2021, this was an inspection with no children. The program had ended for the summer. Consultation was provided regarding the organization of binders. During the next renewal inspection, an observation of required postings will be checked due to the latchkey classroom being cleaned for the summer.

On 04/09/2021, you gave us an acceptable written corrective action plan.

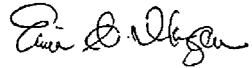
During calendar year 2020:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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 313 456-0380.

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 "Erica D. Hogan". The signature is fluid and cursive, with the first name "Erica" and last name "Hogan" clearly distinguishable.

Erica Hogan, Licensing Consultant
Bureau of Community and Health Systems
Cadillac Pl. Ste 9-100
3026 W. Grand Blvd
Detroit, MI 48202