



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

March 23, 2022

Helen Oziem
 St. Stephen School
 18800 Huron River Dr
 New Boston, MI 48164

RE: License #: DC820339491
St. Stephen School Latchkey
18800 Huron River Drive
New Boston, MI 48164

Dear Ms. Oziem:

This letter is to advise you that the 03/03/2022 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 Comprehensive background check; fingerprinting.	The center did not maintain the CCBC system accurately. There are three individuals employed at the child care center. There are five people listed on the CCBC system. Four of the individuals connected are not employed at the child care center.	Licensee designee will ensure that the CCBC system is updated and properly maintained.	03/04/2022
R 400.8112 Comprehensive background check; fingerprinting.	On 01/27/2022, there were two child care staff members that have not been finger	Licensee designee will ensure that all child care child staff members are fingerprinted and	03/04/2022

	printed and found eligible, unsupervised with children at the child care center.	found eligible before caring for children.	
R 400.8125 Staff; volunteer; requirements.	Two of the three staff records reviewed did not have the signed abuse and neglect statement on file at the center.	Licensee designee will ensure that all staff has a signed abuse and neglect statement on file at the center.	03/04/2022
R 400.8128 Staff; volunteer; tuberculosis.	Two of the three staff records reviewed did not have documentation on file at the center verifying that they are free from communicable tuberculosis (TB).	Licensee designee will ensure that all child care staff members have a negative TB on file at the center.	03/04/2022
R 400.8131 Professional development requirements.	Three of the three staff records reviewed have not completed the required health and safety training.	Licensee designee will ensure that all child care staff members completed the health and safety training.	03/31/2022
R 400.8161 Emergency procedures.	In 2021, quarterly fire drills were not completed. Two fire drills were completed on 09/29/2021 and 11/18/2021.	Licensee designee will ensure that four quarterly fire drills are completed each year.	03/04/2022
R 400.8161 Emergency procedures.	In 2021, two tornado drills were not completed between March and November. One tornado drill was completed on 10/21/2021.	Licensee designee will ensure that two tornado drills are completed each year.	03/04/2022
R 400.8510 Plans and specifications; submission; approval; inspections.	The last fire safety inspection was not completed at the time of renewal. The last inspection occurred on 01/12/2018. An A-rating fire inspection is needed.	Licensee designee will complete a fire safety inspection.	03/04/2022

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 (313) 456-0380.

Sincerely,

A handwritten signature in cursive script, appearing to read "S. Johnson".

Selika Johnson, Licensing Consultant
Bureau of Community and Health Systems
Cadillac Pl. Ste 9-100
3026 W. Grand Blvd
Detroit, MI 48202
(313) 938-5922