



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

May 9, 2023

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 St. Stephen School:

This letter is to advise you that the 05/05/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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(2) Comprehensive background check; fingerprinting.	The center did not maintain the CCBC system accurately. There are three child care staff members employed at the child care center. There is one individual listed on the CCBC system.	Licensee designee will update and maintain the CCBC system.	06/06/2023
R 400.8112(3) Comprehensive background check; fingerprinting.	On 03/29/2023, there were two child care staff members that have not been finger	Licensee designee will ensure that all child care staff members have finger printed and found eligible at the child care center.	06/06/2023

	printed and found eligible, unsupervised with children at the child care center.		
R 400.8131(2) Professional development requirements.	Two child care staff members have not completed the required health and safety training, course 1 and 2.	Licensee designee will ensure that all child care staff members complete the health and safety training, course 1 and 2.	06/06/2023
R 400.8131(3) Professional development requirements.	Two child care staff members have not completed the required health and safety training, course 1 and 2.	Licensee designee will ensure that all child care staff members complete the health and safety training, course 1 and 2.	06/06/2023
R 400.8131(4) Professional development requirements.	Two child care staff members have not completed the required health and safety training, course 1 and 2.	Licensee designee will ensure that all child care staff members complete the health and safety training, course 1 and 2.	06/06/2023
R 400.8131(5) Professional development requirements.	Two child care staff members have not completed the required health and safety training, course 1 and 2.	Licensee designee will ensure that all child care staff members complete the health and safety training, course 1 and 2.	06/06/2023

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, appearing to read "S. Johnson".

Selika Johnson, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(313) 938-5922