



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 19, 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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 04/05/2023. 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 400.8112                      Comprehensive background check; fingerprinting.**

- (2) An applicant or licensee shall do all of the following:
  - (e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

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.

**REPEAT VIOLATION ESTABLISHED**  
**LSR Dated 02/16/2022**  
**Corrective Action Plan Dated 03/03/2022**

**R 400.8112                    Comprehensive background check; fingerprinting.**

(3) An individual may serve as a child care staff member pending an eligibility determination by the department under section 5n(8) of the act, MCL 722.115n, and shall be supervised at all times by the licensee or a child care staff member who has been determined eligible.

On 03/29/2023, there were two child care staff members that have not been fingerprinted and found eligible, unsupervised with children at the child care center.

**REPEAT VIOLATION ESTABLISHED**  
**LSR Dated 02/16/2022**  
**Corrective Action Plan Dated 03/03/2022**

**R 400.8131                    Professional development requirements.**

(2) Child care staff members shall have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.

Two child care staff members have not completed the required health and safety training, course 1 and 2.

**R 400.8131                    Professional development requirements.**

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Two child care staff members have not completed the required health and safety training, course 1 and 2.

**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.

Two child care staff members have not completed the required health and safety training, course 1 and 2.

**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.

Two child care staff members have not completed the required health and safety training, course 1 and 2.

Due to the violations, you must send us a corrective action plan by 05/03/2023. 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, there will be no change to your license status.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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 (517) 284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Selika Johnson, Licensing Consultant  
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 611 W. Ottawa Street  
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 Lansing, MI 48909  
 (313) 938-5922