



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

October 20, 2022

Brian Samuel  
Matrix Human Services  
1400 Woodbridge  
Detroit, MI 48207

RE: License #: DC820363606  
**Matrix Head Start-JBN Samaritan**  
**5555 Conner**  
**Detroit, MI 48213**

Dear Mr. Samuel:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 10/19/2022. 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 400.8131 Professional development requirements.**

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.

On 10/19/2022 all five staff members who records I reviewed were missing proof of completing the 2021 health and safety refresher course.

**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.

On 10/19/2022 two of the five staff records reviewed were missing proof of training in Administration of medication, prevention of and response to emergencies due to food ad allergic reactions, building and physical premises safety, emergency preparedness and response planning, handling, and storing of hazardous materials and appropriate disposal of bio contaminates, precautions in transporting children, and child development.

Three of the five staff members whose records were reviewed were missing trainings in physical premises safety, emergency preparedness and response planning, handling, and storing of hazardous materials and appropriate disposal of bio contaminates.

All these trainings are covered in the health and safety training course one and two.

**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.

On 10/19/2022, ten child information cards were reviewed. three out of the ten children records reviewed were not dated, two of the ten were not signed, two of the

ten were missing allergy information and two of the ten were missing employer information.

On 10/19/2022 during an onsite inspection, I observed eight classrooms. Six classrooms were participating in planning and work time where children were able to plan what they wanted to go play with and the play freely around the classroom. Children were able to play with a variety of equipment around the classroom including pretend food, puzzles, magnet tiles, play dough, blocks and various art materials. Two classrooms were participating in small group time. In one classroom, children were making sensory bottles. Teachers encouraged children to pour items and water into small bottles. Afterwards children were encouraged to help clean up the tables and chairs. In another classroom, a child care staff member read a story about emotions and anger to the children. Afterwards they talked as a large group about all the different parts of the story, the beginning, middle and end. Children were encouraged to share their own experiences of being angry. Afterwards students broke up into two groups where they got to draw pictures from the story as they continued their conversations about the story and their personal experiences of being angry.

Technical assistance was provided regarding updating emergency plans to include how infants and toddlers would be accommodated in all types of emergencies. Consultation was provided regarding using a uniform sheet for emergency plans.

Due to the violations, you must send us a corrective action plan by 11/10/2022. 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.

<b>During calendar year 2021:</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>

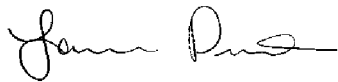
You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A

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,

A handwritten signature in black ink, appearing to read "Laura Piacentini". The signature is fluid and cursive, with a long horizontal stroke at the end.

Laura Piacentini, Licensing Consultant  
Department of Licensing and Regulatory Affairs  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
313-269-5879