



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 24, 2023

Sabrina Moton  
Order Thy Steps Learning Center  
43216 Pendleton Circle  
Sterling Heights, MI 48313

RE: License #: DC820404721

RE: SI LOG #: **Order THY Steps  
10605 Mack Ave  
Detroit, MI 48214**

Dear Ms. Moton:

This letter is to advise you that the 04/10/2023 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 400.8125(5) Staff; volunteer; requirements.	Four out of four staff files reviewed were missing an abuse and neglect statement.	All staff will have abuse and neglect statements on file. The program director and licensee will create a staff file checklist to ensure that all required documents are in files prior to staff caring for children.	5/10/2023
R 400.8131(2) Professional development requirements.	One out of four staff files reviewed had a staff member who had not completed infant safe sleep training.	The staff member missing infant sleep training will complete the training. Ongoing the program director will create a checklist that lists all the required trainings that staff need to complete prior to	04/10/2023

		caring for children and will ensure that staff complete the trainings.	
R 400.8131(6) Professional development requirements.	Two staff members had not completed 16 clock hours of training for 2021 and one staff member had not completed 16 clock hours of training for 2022.	All staff will complete 16 clock hours of training per calendar year. The program director will ensure that all staff complete training and that all trainings are completed in MiRegistry.	4/10/2023
R 400.8143(1) Children's records.	One out of ten children's records reviewed was missing a child information record, two were not signed, and two had not been updated since 2021.	All children will have a completed, signed, and dated child information record on file prior to attendance. The program director and licensee will create a checklist to ensure that children's files updated and complete prior to attendance.	4/10/2023
R 400.8143(3) Children's records.	One out of ten children's files reviewed was missing immunization records.	All children will have immunization records on file as required by the rule. The program director and licensee will create a checklist to ensure that children's files updated and complete prior to attendance.	6/10/2023
R 400.8143(6) Children's records.	Four out of ten children's record's reviewed were missing physicals.	All children will have physicals on file as required by the rule. The program director and licensee will create a checklist to ensure that children's files updated and complete prior to attendance.	6/10/2023
R 400.8152(4) Medication; administrative procedures.	A child had an Epi Pen onsite that did not have a pharmacy label and was not in its original packaging.	All prescription medication will have a pharmacy label or be returned to the families. All staff will ensure that they have medication in original packaging with the pharmacy label prior to taking/accepting it from a family.	4/10/2023

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,

Paris Howard, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909