



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

December 17, 2018

Jean Riley
First Baptist Church
3258 N. 72nd Ave
Hart, MI 49420

RE: License #: DC640023234
Oceana Christian Preschool
3258 N 72nd Avenue
Hart, MI 49420

Dear Ms. Riley:

Attached is the Licensing Study Report for the above referenced facility. Due to one or more rule violations, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and 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, a regular license will be issued. If you fail to submit an acceptable corrective action plan, disciplinary action will result.

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) 284-9720.

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

Sincerely,

Amanda Wendell

Amanda Wendell, Licensing Consultant
Bureau of Community and Health Systems
2700 Baker St.
P.O. Box 4290
Muskegon Heights, MI 49444
(231) 492-5410

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC640023234
Licensee Name:	First Baptist Church
Licensee Address:	3258 N. 72nd Ave Hart, MI 49420
Licensee Telephone #:	(231) 873-2514
Licensee/Designee:	Jean Riley, Designee
Name of Facility:	Oceana Christian Preschool
Facility Address:	3258 N 72nd Avenue Hart, MI 49420
Facility Telephone #:	(231) 873-2514
Original Issuance Date:	09/01/1994
Capacity:	39
Age Range:	Ages 3 years 0 months Thru 6 years
Program Components:	PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 12/13/2018
 Date of Environmental Health Inspection: 11/30/2018
 Date of Fire Safety Inspection: OVERDUE
 Date of Lead Hazard Risk Assessment, if applicable: 07/12/2016
 Date of Documentation of Playground Compliance, if applicable: 12/16/2012

		No. of Records Reviewed
No. of children enrolled in care	37	13
No. of staff employed	4	4
No. of volunteers	0	0
No. of children present at time of inspection	20	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	20	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Classroom #1, Classroom #3, cafeteria, gymnasium
 Approved Program Director: Jacinda Bitely
 Approved Central Administrator: none
 Approved Variances: none
 Key Indicator Inspection: no

DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8125	Staff and Volunteers.
	(11) A written plan to assure compliance with section 3 of the child protection law, 1975 PA 238, MCL 722.623, shall be developed and implemented.
Ms. Bitely did not ensure that the center has a written plan for assuring compliance with section 3 of the child protection law.	
R 400.8125	Staff and Volunteers.
	(3) Both of the following shall be developed and implemented: (a) A written screening policy for all staff and volunteers, including parents. The written screening policy shall include when a staff member cannot be present at the center as indicated in subrule (5) and (7) of this rule.
Ms. Bitely did not ensure that the center has a written screening policy including when a staff member cannot be present at the center.	
R 400.8125	Staff and Volunteers.
	(3) Both of the following shall be developed and implemented: (b) A written policy regarding supervision of volunteers, including volunteers who are parents of a child in care. The written volunteer supervision policy shall include when a volunteer shall not have unsupervised contact with a child in care as indicated by subrule (6) and (8) of this rule.
Ms. Bitely did not ensure that the center has a written screening policy regarding supervision of volunteers, including when a volunteer cannot have unsupervised contact with a child in care.	
R 400.8128	Health of staff and volunteers.
	Evidence that all staff members and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering, shall be kept on file at the center.
Ms. Bitely did not ensure that all staff members have evidence of freedom from communicable tuberculosis on file. Ms. Abigail Cook does not have this required documentation on file.	
R 400.8131	Professional development requirements.
	(4) All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually

	<p>on topics relevant to job responsibilities, including, but not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; and the child care center administrative rules. The center may count CPR and first aid training for up to 2 hours of the annual professional development hours in the year taken.</p>
<p>Ms. Bitely did not ensure that all caregivers complete 16 clock hours of professional development annually. For the calendar year 2017, Ms. Bitely only has documentation of 10 hours of training. For the calendar year 2016, lead caregiver Ms. Stacy VanderZwaag has no documented hours of training and for 2017 she has documentation of 10 hours of training.</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 01/04/2017 Corrective Action Plan Dated 01/04/2017</p>	
R 400.8143	Children's records.
	<p>(1) At the time of the child's initial attendance, the center shall obtain a child information card, using a form provided by the department or a comparable substitute, completed and signed by the parent, and the center shall keep it on file and accessible in the center.</p>
<p>Ms. Bitely did not ensure that the center obtains completed child information cards prior to children's initial attendance. Of 13 child information cards reviewed, all were missing date of admission, 2 were missing physician name and contact information, and 2 were missing emergency contact information.</p> <p>REPEAT VIOLATION ESTABLISHED LSR Dated 01/04/2017 Corrective Action Plan Dated 01/04/2017</p>	
R 400.8143	Children's records.
	<p>(10) The center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time.</p>

Ms. Bitely did not ensure that the dated daily attendance includes children's first and last names. Ms. VanderZwaag does not include last names on her daily attendance.

REPEAT VIOLATION ESTABLISHED
 LSR Dated 01/04/2017
 Corrective Action Plan Dated 01/04/2017

R 400.8161	Emergency procedures.
	(1) Written procedures for the care of children and staff for each of the following emergencies shall be developed and implemented: (c) Other natural or man-made disasters.
The center does not have written procedures for the care of children and staff in the event of a natural or man-made disaster posted. Examples of such disasters would be severe weather, loss of power, gas leak, bomb threat, etc.	
R 400.8340	Food services and nutrition; provided by parents.
	(3) Breast milk, formula, milk, other beverages, and food furnished in a same-day supply shall be covered and labeled with the child's first and last name and the date.
Ms. Bitely did not ensure that food furnished by parents in a same-day supply is labeled with the child's first and last name and the date.	
722.115p	Child care center, group child care home, or family child care home; potential or current child care staff member convicted of a crime.
	(1) Except as provided in section 5n(14) and (15), a child care center, group child care home, or family child care home shall not allow an individual to be a child care staff member without requesting a criminal history check as required by section 5n.
Ms. Bitely did not ensure that all staff members having unsupervised contact with children have had fingerprints completed with the center receiving an eligibility letter. During my onsite inspection, a speech therapist from the West Shore ESD was present working with a student. This individual has not had a background check completed.	

During the exit conference, technical assistance/consultation was provided regarding the following:

- Fire, tornado, disaster, and serious accident/injury plans must be posted in all approved child use spaces.

- In order to renew your license, I need the Certification of Fire Safety Provisions form (BCAL-5403) completed and returned.
- Please complete and return the updated Licensee Designee form.
- All staff members must have their fingerprint eligibility letter printed and placed in their file.

III. RECOMMENDATION

Upon receipt of an acceptable corrective action plan and the BCAL-5403 form, I recommend issuance of a regular license to this child care center.

Amanda Wendell

12/17/2018

Amanda Wendell
Licensing Consultant

Date