



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 25, 2019

Dr. Lisa Tran
City of Saginaw Public Schools
550 Millard Ave
Saginaw, MI 48607

RE: License #: DC730293670
Handley School
224 N. Elm St.
Saginaw, MI 48602

Dear Dr. Tran:

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, your regular license is renewed.

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 (989) 732-8062.

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

Sincerely,

A handwritten signature in cursive script that reads "Toni L. Stagray".

Toni L. Stagray, Licensing Consultant
Bureau of Community and Health Systems
411 Genesee
P.O. Box 5070
Saginaw, MI 48605
(989) 295-0346

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC730293670
Licensee Name:	City of Saginaw Public Schools
Licensee Address:	550 Millard Ave Saginaw, MI 48607
Licensee Telephone #:	(989) 399-4850
Licensee/Designee:	Lisa Tran, Designee
Name of Facility:	Handley School
Facility Address:	224 N. Elm St. Saginaw, MI 48602
Facility Telephone #:	(989) 399-4250
Original Issuance Date:	02/25/2008
Capacity:	58
Age Range:	Ages 4 years 0 months Thru 12 years
Program Components:	GSRP PRESCHOOL BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 01/17/2019
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection:
 Date of Lead Hazard Risk Assessment, if applicable: 09/09/2014
 Date of Documentation of Playground Compliance, if applicable: Playground not approved for Preschool age use

		No. of Records Reviewed
No. of children enrolled in care	112	10
No. of staff employed	8	4
No. of volunteers	0	0
No. of children present at time of inspection	28	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	28	

Persons Interviewed: Licensee/Licensee Designee
 Program Director
 Caregiving staff

Approved Child Use Space: Rooms 113 & 119 (Preschool). Cafeteria (School-age)
 Approved Program Director: Sara Oravitz
 Approved Central Administrator: None
 Approved Variances: None
 Key Indicator Inspection: No

III. 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. I did not observe the before/after program for this renewal; however, spoke with Debra Murphy who confirmed required documents, etc. were in place.

The facility is in compliance with all applicable rules and statutes.

Technical assistance/consultation was provided during the inspection regarding the following:

- **R400.1843(1)** The school district uses its own version of the child information record which is acceptable; however, they must ensure all information required by licensing (LARA) be entered by parents on the form. If their sponsoring agency is completing this form, program directors/teachers must review the form upon receipt and have parents provide any missing information. There were two of 10 child information records that did not include the doctor/clinic's name and phone number.
- Room 119 did not record the evacuation times for fire drills. Technical Assistance/consultation for **R400.8161(5)** recommends that the center time the procedure and aim to evacuate all persons in a specific number of minutes recommended by the local fire department.
- Gloria Carey was identified as a transitional monitor; a staff who relieves the classroom teacher during a lunch break. The only documents on file for Ms. Carey were a child abuse/neglect screening statement and a central registry clearance. I advised Ms. Oravitz that Ms. Carey may never be unsupervised with children as she has not completed the comprehensive background check for child care. Ms. Carey should be included on the staffing plan when submitted, as she is part of the staff at the center.

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.

Toni L. Stagray

January 25, 2019

Toni L. Stagray
Licensing Consultant

Date