



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

June 25, 2018

Courtnei Holst
Heart of the Shepherd Lutheran Church
228 N. Burkhart Rd
Howell, MI 48843

RE: License #: DC470278520
Heart of the Shepherd Child Development Center
228 N. Burkhart Road
Howell, MI 48843

Dear Ms. Holst:

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 (248) 975-5053.

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 "RaSheeda Mitchell".

RaSheeda Mitchell, Licensing Consultant
Bureau of Community and Health Systems
4th Floor, Suite 4B
51111 Woodward Avenue
Pontiac, MI 48342
(248) 762-1915

Enclosure

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

I. IDENTIFYING INFORMATION

License#: DC470278520

Licensee Name: Heart of the Shepherd Lutheran Church

Licensee Address: 228 N. Burkhart Rd
Howell, MI 48843

Licensee Telephone #: (517) 552-7218

Licensee/Designee: Courtni Holst, Designee

Name of Facility: Heart of the Shepherd Child Development Center

Facility Address: 228 N. Burkhart Road
Howell, MI 48843

Facility Telephone #: (517) 552-7218

Original Issuance Date: 12/27/2005

Capacity: 101

Age Range: Ages Birth Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE
INFANT/TODDLER

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 06/20/2018
 Date of Environmental Health Inspection: 06/13/2018
 Date of Fire Safety Inspection: 05/21/2018
 Date of Lead Hazard Risk Assessment, if applicable: N/A as bldg. built after 1978.
 Date of Documentation of Playground Compliance, if applicable: 07/23/2007

		No. of Records Reviewed
No. of children enrolled in care	103	20
No. of staff employed	20	12
No. of volunteers	0	0
No. of children present at time of inspection	24	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	24	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: The program is approved to use six rooms on the main level of the church and the large multi-purpose/gymnasium.
 Approved Program Director: Courtni Holst
 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:

MCL 722.115p Child care center, group child care home, or family child care home; potential or current child care staff member convicted of 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.

Caregiver, D.R. did not have a criminal history check on file prior to being rehired for the child care facility. D.R. was a previous employee who left in 2017 to work as a teacher at another school. She returned in June 2018.

R 400.8125 Staff and Volunteers.

(10) The documentation required by subrule (4), (6), (7) and (8) of this rule shall be updated every 2 years at renewal and upon request by the department and shall be kept on file at the center.

Of the staff files reviewed Four had outdated documentations from the department of human services on file that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect. They central registry should have been updated in 2017.

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.

Caregiver, M.S did not have documentation on file that she was free from communicable tuberculosis. Ms. Holst said M.S is scheduled to have her TB testing today.

R 400.8131 Professional development requirements.

(2) Caregivers shall have training that includes information about infant safe sleep and shaken baby syndrome before caring for infants and toddlers.

Six caregivers did not have infant safe sleep and/or shaken baby syndrome before caring for infants and toddlers on file.

R 400.8131 Professional development requirements.

(3) Before unsupervised contact with children, each caregiver, site supervisor, and program director shall complete blood-borne pathogen training.

Four of the caregivers did not have documentation on file that they have completed the bloodborne pathogen training.

R 400.8131 Professional development requirements.

(4) All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually 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.

Out of the 12 caregiver files reviewed four did not have the required 16 clock hours of professional development annually for both 2016 and 2017 or just one of the years.

R 400.8143 Children's records.

(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.

Out of the 20 child information cards 14 were missing information such as admission date and special needs.

R 400.8161 Emergency procedures.

(5) A fire drill program consisting of at least 1 fire drill quarterly shall be established and implemented.

During the 2016 and 2017 years quarterly fire drills were not practiced. Three fire drills were practiced in 2016 but not quarterly and only one for the year 2017.

I discussed ways to improve on implementing ways to complete the required quarterly drills and provided documentation for maintaining a record of practiced drills.

R 400.8161 Emergency procedures.

(6) A tornado drill program consisting of at least 2 tornado drills between the months of April through October shall be established and implemented.

Only 2 tornado drills were practiced during 2016 and none for 2017.

I discussed ways to improve on implementing ways to complete the required two tornado drills (between April through October) and provided documentation for maintaining a record of practiced drills.

Upon receipt of an acceptable corrective action plan I recommend a regular license.

III. RECOMMENDATION



06/25/2018

RaSheeda Mitchell
Licensing Consultant

Date