



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 24, 2019

Tonya Langlois
St John Lutheran Preschool
145 N 5th
Rogers City, MI 49779

RE: License #: DC710296938
St. John Lutheran
145 N. Fifth St.
Rogers City, MI 49779

Dear Ms. Langlois:

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. You have submitted an acceptable written corrective action plan covering the violations cited in the report. Therefore, your 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 "Cheree Crudo".

Cheree Crudo, Licensing Consultant
Bureau of Community and Health Systems
931 S Otsego Ave., Suite 3
Gaylord, MI 49735
(989) 619-1651

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC710296938
Licensee Name:	St John Lutheran Preschool
Licensee Address:	145 N 5th Rogers City, MI 49779
Licensee Telephone #:	(989) 734-3580
Licensee/Designee:	Tonya Langlois, Designee
Name of Facility:	St. John Lutheran
Facility Address:	145 N. Fifth St. Rogers City, MI 49779
Facility Telephone #:	(989) 734-3580
Original Issuance Date:	10/23/2008
Capacity:	32
Age Range:	Ages 2 years 6 months Thru 12 years
Program Components:	PRESCHOOL BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/11/2019, 04/15/2019
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 04/12/2019
 Date of Lead Hazard Risk Assessment, if applicable: 06/20/2017
 Date of Documentation of Playground Compliance, if applicable: 10/19/2009

		No. of Records Reviewed
No. of children enrolled in care	26	20
No. of staff employed	5	5
No. of volunteers	9	4
No. of children present at time of inspection	8	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	8	
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 approved child use space located in St. John Lutheran School includes: classroom 1, classroom 2, the gym, and the boys' and girls' restrooms.

Approved Program Director: Ms. Sydney Rauls is the approved program director.

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.

During the on-site inspection I observed the preschool program and after school care program. The programming I observed in the preschool classroom included the following: lunch, lock down drill, free play, gross motor play in the gym, toileting, rest time, snack, clean up, circle time story time and departure. The programming I observed in the after school care classroom included: arrival, snack and free play. I

observed the caregivers' interactions with the children in care to be developmentally appropriate and responsive to their needs.

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

R 400.8122 Lead caregiver qualifications; responsibilities.

(11) Verification of the education, credentials, and experience of each lead caregiver shall be kept on file at the center.

There were no lead caregiver qualifications on file at the center for Lydia Woolberg.

R 400.8125 Staff and Volunteers.

(12) A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

(a) The individual is aware that abuse and neglect of children is against the law.

(b) The individual has been informed of the center's policies on child abuse and neglect.

(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

I reviewed five staff files and four volunteer files. Five staff and two volunteers did not have a signed abuse/neglect statement on file.

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.

I reviewed five staff files and four volunteer files. There were no TB tests on file for volunteer Lee Bingle, volunteer Pam Scheadig and caregiver Mary Schalk.

R 400.8134 Hand washing.

(3) Staff and volunteers shall assure that children wash their hands at all of the following times:

(a) Before meals, snacks, or food preparation experiences.

- (b) After toileting or diapering.
- (c) After handling animals and pets.
- (d) When soiled.

Staff did not assure that children washed their hands before snack in the preschool classroom and after school care classroom.

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.

I reviewed 15 preschool child information cards. The following information was missing: (15) date of admission, (3) mother and or father's employer or employer telephone number, (2) physician telephone number and (2) allergies/special needs/special instructions. The form used for after school children did not include the following: date of admission and mother and father's employer and employer telephone number. Two of the five after school care cards I reviewed did not have a parent's signature.

R 400.8143 Children's records.

- (8) Upon enrollment and annually thereafter, the center shall obtain and keep on file at the center a signed statement from the school-age child's parent confirming all of the following:
 - (a) The child is in good health with activity restrictions noted.
 - (b) The child's immunizations are up-to-date.
 - (c) The immunization record or appropriate waiver is on file with the child's school.

None of the five after school care files I reviewed had a health statement on file.

R 400.8146 Information provided to parents.

- (1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:
 - (a) Criteria for admission and withdrawal.
 - (b) Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided.
 - (c) Fee policy.
 - (d) Discipline policy.
 - (e) Food service policy.
 - (f) Program philosophy.

- (g) Typical daily routine.
- (h) Parent notification plan for accidents, injuries, incidents, illnesses.
- (i) Exclusion policy for child illnesses.
- (j) Notice of the availability of the center's licensing notebook. The notice shall include all of the following:
 - (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
 - (ii) The licensing notebook is available to parents during regular business hours.
 - (iii) Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare. The website address must be in bold print.

The after school care handbook did not include withdrawal criteria and licensing notebook information.

R 400.8146 Information provided to parents.

- (2) Written documentation that the parent received the written information packet as required by subrule (1) of this rule shall be kept on file at the center.

Three of the five after school care files I reviewed did not include written documentation that a parent received the after school care handbook.

REPEAT VIOLATION ESTABLISHED

LSR Dated 04/25/2017

Corrective Action Plan Dated 04/25/2017

R 400.8161 Emergency procedures.

- (2) The written procedures shall include all of the following:
 - (a) A plan for evacuating and safely moving children to a relocation site.
 - (b) A method for contacting parents and reuniting families.
 - (c) A plan for how each child with special needs will be accommodated during each type of emergency.

The posted emergency plans did not include the following: a plan for evacuating and safely moving children to a relocation site, a method for contacting parents and reuniting families and a plan for how each child with special needs will be accommodated during each type of emergency.

REPEAT VIOLATION ESTABLISHED

LSR Dated 04/25/2017

Corrective Action Plan Dated 04/25/2017

R 400.8161 Emergency procedures.

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

There was no verification of a fire drill completed January through March 2019.

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.

There was verification of only one tornado drill completed April through October 2018.

During the exit conference, I provided technical assistance and consultation to on the following: transportation with volunteer vehicles.

A corrective action plan was requested and approved on 04/15/2019. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

IV. RECOMMENDATION

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

Chere Crudo

April 24, 2019

Cheree Crudo
Licensing Consultant

Date