



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 23, 2019

Kathryn LaBlance  
Bishop Baraga Catholic School  
623 W Lincoln Ave  
Cheboygan, MI 49721

RE: License #: DC160282305  
**Bishop Baraga Preschool**  
**623 W Lincoln Avenue**  
**Cheboygan, MI 49721**

Dear Ms. LaBlance:

Your Child Care Center license is renewed. It is valid only at your present address and is nontransferable. If you move, please notify us at least 30 days in advance.

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 (517) 284-9720.

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 "Tarah Kline".

Tarah Kline, Licensing Consultant  
Bureau of Community and Health Systems  
2700 Baker St.  
P.O. Box 4290  
Muskegon Heights, MI 49444  
(616) 916-2490  
enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC160282305
<b>Licensee Name:</b>	Bishop Baraga Catholic School
<b>Licensee Address:</b>	623 W Lincoln Ave Cheboygan, MI 49721
<b>Licensee Telephone #:</b>	(231) 627-5608
<b>Licensee/Designee:</b>	Kathryn LaBlance, Designee
<b>Name of Facility:</b>	Bishop Baraga Preschool
<b>Facility Address:</b>	623 W Lincoln Avenue Cheboygan, MI 49721
<b>Facility Telephone #:</b>	(231) 627-5608
<b>Original Issuance Date:</b>	01/31/2007
<b>Capacity:</b>	20
<b>Age Range:</b>	Ages 2 years 6 months Thru 12 years
<b>Program Components:</b>	PRESCHOOL SCHOOL AGE BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/18/2019  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: N/A  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: 6/21/16

		No. of Records Reviewed
No. of children enrolled in care	66	10
No. of staff employed	4	4
No. of volunteers	0	0
No. of children present at time of inspection	14	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	14	
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 includes the following rooms located within the Bishop Baraga school building: room 110, room 127, room 129 and the gymnasium.

Approved Program Director: Ms. Kayte Schryer is the approved preschool program director. Ms. Kathryn LaBlance is the approved school age program director.

Approved Central Administrator: None

Approved Variances: None

Key Indicator Inspection: No

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

**Language for Full Inspection**

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:	
<b>R 400.8125</b>	<b>Staff and Volunteers.</b>
	(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.
The child care center did not have a written policy on reporting of child abuse and neglect by caregivers and volunteers.	
<b>R 400.8125</b>	<b>Staff and Volunteers.</b>
	(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.
The child care center did not have a written screening policy for all staff and volunteers that included when a staff member cannot be present at the center.	
<b>R 400.8131</b>	<b>Professional development requirements.</b>
	(9) Verification of all professional development required by this rule shall be kept on file at the center. Verification shall be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours.
When reviewing files for the caregivers it was documented that they had enough clock hours, however; they were missing verification of these hours that included the name of the training organization, the trainer, the topic covered, and the number of clock hours.	

<b>R 400.8143</b>	<b>Children's records.</b>
	(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>During my onsite inspection I reviewed child information cards for 10 children currently enrolled, three children in the after-school program did not have child information cards on file at the center.</p> <p><b>REPEAT VIOLATION ESTABLISHED- LSR Dated 5/11/17</b>  <b>Corrective Action Plan Dated 05/22/17</b></p>	
<b>R 400.8143</b>	<b>Children's records.</b>
	<p>(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:</p> <ul style="list-style-type: none"> <li>(a) The child is in good health with activity restrictions noted.</li> <li>(b) The child's immunizations are up-to-date.</li> <li>(c) The immunization record or appropriate waiver is on file with the child's school.</li> </ul>
<p>During my onsite inspection I reviewed child files for 10 children, four school age children were missing a signed statement from their parents indicating that the child was in good health and that their immunizations were up to date.</p> <p><b>REPEAT VIOLATION ESTABLISHED- LSR Dated 5/11/17</b>  <b>Corrective Action Plan Dated 05/22/17</b></p>	
<b>R 400.8146</b>	<b>Information provided to parents.</b>
	(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following: (g) Typical daily routine.
<p>The parent handbook did not have the typical daily routine for the children included.</p>	

<b>R 400.8146</b>	<b>Information provided to parents.</b>
	(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.
<p>During my review of the child files, there were four children in the afterschool program that did not have written documentation that the parents received the information packet.</p> <p><b>REPEAT VIOLATION ESTABLISHED- LSR Dated 5/11/17</b>  <b>Corrective Action Plan Dated 05/22/17</b></p>	
<b>R 400.8155</b>	<b>Child accidents and incidents; child and staff illness.</b>
	(5) A policy detailing when children, staff, and volunteers will be excluded from child care due to illness shall be developed and implemented.
<p>The child care center did not have a policy that included when children, staff and volunteers will be excluded from the child care due to illness.</p>	
<b>R 400.8173</b>	<b>Equipment.</b>
	(8) A first aid kit shall be readily accessible to staff and securely stored in the center.
<p>The first aid kit at the child care center was missing roll of gauze, assorted gauze pads, tweezers, tape, elastic bandage, and scissors.</p>	
<b>R 400.8320</b>	<b>Food preparation.</b>
	(5) Ready to eat foods shall not be prepared or served using bare hands.
<p>During the snack time in after school the caregivers used bare hands to serve ready to eat foods to the children in care.</p>	

<b>R 400.8325</b>	<b>Sanitization.</b>
	(1) All tableware, utensils, food contact surfaces, and food service equipment shall be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables shall be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.
The tables in the after-school program were not washed, rinsed and sanitized before they were used for snack.	

A corrective action plan was requested and approved on 04/22/2019. 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 child care license.



4/23/19

---

Tarah Kline  
Licensing Consultant

Date