



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 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:

This letter is to advise you that the 10/23/2019 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8143(1) Children's records.	I reviewed 10 child files. One child enrolled in the after-school care program had no child information card on file. Of the nine child information cards I reviewed, the following information was missing: (3) date of admission and (4) mother and or father's employer telephone number.	Files were reviewed and missing information was added. Missing child information card was completed.	10/15/2019
R 400.8146(1) Information provided to parents.	The after-school care handbook did not include withdrawal criteria and licensing notebook information	Handbook was updated with withdrawal policy.	10/15/2019
R 400.8161(2) Emergency procedures.	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.	Emergency procedures were updated and posted in classrooms.	10/15/2019

It is expected that the corrective action plan will be implemented within the time frames as outlined in your 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.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (989) 732-8062.

Sincerely,

A handwritten signature in cursive script that reads "Chere Crudo".

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