



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

October 16, 2020

Rebecca Brenay  
St John's Lutheran Church  
PO Box 56  
Pinconning, MI 48650

RE: License #: DC090019734  
**St John's Preschool**  
**1633 E Pinconning Rd**  
**Pinconning, MI 48650**

Dear Ms. Brenay:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 10/16/2020. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The children enjoyed outdoor play, large group time, free play, and an art project. Ms. Brenay was provided technical assistance regarding snacks provided by the center need to consist of two food groups and planned. Michigan Department of Health and Human Services safety orders regarding the current pandemic were shared with Ms. Brenay.

The violations that were found are:

**R 400.8161                      Emergency procedures.**

(3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.

The required emergency procedure plans were not posted in a place visible to staff and parents.

**R 400.8164                      Telephone service.**

(3) Emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and

2 main cross streets, must be conspicuously posted in a place visible to staff.

The posting by the phone did not include main cross streets.

**R 400.8330 Food services and nutrition generally.**

(10) Menus must be planned, dated, and posted in a place visible to parents. Food substitutions must be noted on the menus the day the substitution occurs.

Ms. Brenay did not plan a snack menu in advance and post it visible for the parents.

Due to the violations, you must send us a corrective action plan by 10/30/2020. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan 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.

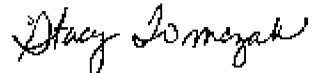
<b>During calendar year 2019:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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 "Stacy Tomczak".

Stacy M. Tomczak, Licensing Consultant  
Bureau of Community and Health Systems  
1509 Washington, Ste A  
Midland, MI 48640  
989-798-4738