



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 15, 2023

Michael Shembarger
Trinity Lutheran Church
9123 George Ave
Berrien Springs, MI 49103

RE: License #: DC110016355

RE: SI LOG #: **Trinity Lutheran Preschool
9123 George Ave.
Berrien Springs, MI 49103**

Dear Mr. Shembarger:

This letter is to advise you that the 05/10/2023 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
722.115n(1)	One child care staff member was providing direct care to children in the GSRP classroom without completing a comprehensive background check through the Child Care Background Check (CCBC) System and being found eligible.	Substitute aides will be assigned through the staffing plan log. Trinity school para-pro will meet the requirements of a daycare staff and sub if a daycare employee is unavailable. Trinity will not allow any individual to serve as a child care staff member before they are fingerprinted and found eligible.	Today/ immediate
R 400.8112 (2)	I reviewed six child care staff member files. One child care staff member did	All staff will have a consent and disclosure form on file for all individuals fingerprinted. All staff	1 week

	not have a consent and disclosure form on file at the center. The center is not maintaining the status of individuals associated with the license. Individuals are not being disconnected from the CCBC System when they are no longer affiliated with the center.	will be entered into the CCBC system. All staff will be updated in the CCBC system and the director will review the system quarterly and update as accurate. Any staff no longer active will be removed.	
R 400.8128	Two of six child care staff member files reviewed did not have evidence to verify they were free from communicable tuberculosis on file at the center.	Any staff that is not current on having TB test recorded will get a test completed immediately. Staff files will be reviewed monthly for all documentation updated. Staff will not be allowed to begin employment until evidence is received showing they are free from tuberculosis.	30 days.
R 400.8134 (2)(c)	One child care staff member did not wash her hands before serving lunch to children.	Staff will wash hands prior to serving food to children. Discuss policy at staff meeting. Hands will be washed prior to all food being served.	Today/ immediately
R 400.8134 (4)	One handwashing sink in the modular and two handwashing sinks in the school building did not have guidelines for handwashing posted.	Handwashing guidelines are posted on all sinks. Handwashing guidelines are visible on all handwashing areas and will be checked monthly to ensure they are still visible.	Today/ Immediately
R 400.8143(1)	Ten child files were reviewed. Six of 10 child information cards were missing information including date of admission, employer information, physician information, and date the parent signed the form.	Child records will be updated to include all required information. New child/annual enrollment begins in June. Prior to child's start date records will be reviewed to ensure all information is completed. Files will be reviewed and updated by director quarterly.	30 days

R 400.8152(2)	One medication stored in the school office did not have the medication permission form completed and signed by the parent on file. One medication permission form was missing the dosage and end date of the medication in the GSRP classroom.	Medication form on file will be completed and signed by parent. Medication forms will be reviewed monthly and updated as needed. Director will review medication procedures with school secretary.	10 days
R 400.8152(4)	One prescription medication stored for a child in the school office did not have a pharmacy label on the medication bottle. There was no label on the bottle with any identifying information. One medication stored in the GSRP classroom did not have the pharmacy label on a prescription inhaler.	All medication will be updated with child information and pharmacy label. All medication stored will have child information and pharmacy labels. Medications will be reviewed monthly.	10 days
R 400.8176(17)(b)	Bedding was being stored between cots in two classrooms. Blankets were hanging over the sides of the cots and coming into contact with other bedding.	Blankets and bedding are stored folded on the cots so they do not spill over and touch any other cot or bedding. Policy is discussed at staff meeting. Blankets and bedding will be folded after nap daily.	Today/ Immediate
R 400.8320(5)	One child care staff member touched ready to eat foods using their bare hands during lunch service. One child care staff member was prepping lunch with gloves on and did not change gloves prior to helping serve ready to eat foods during lunch.	Gloves are supplied in all classrooms for food service. Policy is discussed at staff meeting. Gloves are changed when teacher needs to attend to any non-food item and replaced with clean gloves.	Today/ Immediate

R 400.8325(1)	The multi-use tables were not washed, rinsed, and sanitized before being used for lunch service.	Tables are washed, rinsed, and sanitized prior to any food being served on them. Spray bottles for 3-step cleaning process are in all classrooms. Policy is discussed at staff meeting.	Today/ immediate
R 400.8240(3)	Food, beverages, and bottles furnished in a same day supply from home were not labeled with the child's first and last name and the date.	All children's first and last name with date and contents will be labeled on food and drink from home. Policy is discussed at staff meeting. Labeling will be done daily.	Today/ immediate

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 (517) 284-9730.

Sincerely,



Amy Steger, Licensing Consultant
 Child Care Licensing Bureau
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 (269) 568-2915