



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

May 8, 2023

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

RE: License #: DC110016355
Trinity Lutheran Preschool
9123 George Ave.
Berrien Springs, MI 49103

Dear Mr. Shembarger:

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

During the renewal inspection on 05/03/2023, I found 12 violations listed below and explained in the attached report: listed below and explained in the attached report:

- 722.115n(1) Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.
- R 400.8112(2) Comprehensive background check; fingerprinting.
- R 400.8128 Staff; volunteer; tuberculosis.
- R 400.8134(2) Hand washing.
- R 400.8134(4) Hand washing.
- R 400.8143(1) Children's records.
- R 400.8152(2) Medication; administrative procedures.
- R 400.8152(4) Medication; administrative procedures.
- R 400.8176(17)(b) Sleeping equipment.
- R 400.8320(5) Food preparation.
- R 400.8325(1) Sanitization.
- R 400.8340(3) Food services and nutrition; provided by parents.

Due to the violations, you must send us a corrective action plan by 05/28/2023. 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.

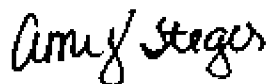
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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) 284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Amy Steger, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(269) 568-2915

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #: DC110016355

Licensee Name: Trinity Lutheran Church

Licensee Address: 9123 George Ave
Berrien Springs, MI 49103

Licensee Telephone #: (269) 473-1811

Licensee/Designee: Michael Shembarger, Designee

Name of Facility: Trinity Lutheran Preschool

Facility Address: 9123 George Ave.
Berrien Springs, MI 49103

Facility Telephone #: (269) 473-1811

Original Issuance Date: 03/01/1979

Capacity: 130

Age Range: Ages Birth Thru 12 years

Program Components: GSRP
PRESCHOOL
SCHOOL AGE
INFANT/TODDLER
FOOD SERVICE
BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 05/03/2023
 Date of Environmental Health Inspection: 03/17/2023
 Date of Fire Safety Inspection: 05/02/2023
 Date of Lead Hazard Risk Assessment, if applicable: 05/31/2017
 Date of Documentation of Playground Compliance, if applicable: 05/16/2017

		No. of Records Reviewed
No. of children enrolled in care	101	10
No. of staff employed	10	6
No. of volunteers	0	0
No. of children present at time of inspection	34	
No. of staff present at time of inspection	6	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	34	
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 Infant Room, Toddler Room, Preschool Room, and Gymnasium are approved within Trinity Lutheran School and the 3 and 4 Year Old Building (modular).

Approved Program Director: Tory Parrish, Monica Perkins, and Susan Parlak

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

MCL 722.115n Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.

(1) Except as otherwise provided in subsection (13), when a person, partnership, firm, corporation, association, governmental organization, or nongovernmental organization applies for or applies to renew a license to operate a child care center, group child care home, or family child care home under section 5m and before a group child care home or family child care home allows an individual to be a member of the household, or a child care center, group child care home, or family child care home allows an individual to become a child care staff member, the department shall do all of the following...

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.

R 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(a) Ensure that each individual who requires an eligibility determination under subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, www.michigan.gov/ccbc. The form or forms must be signed and dated prior to the individual's appointment to be fingerprinted.

(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

(e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

I reviewed six child care staff member files. One child care staff member did 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.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member 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 (TB). Verification of TB status is required within 1 year before employment or volunteering.

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.

R 400.8134 Hand washing.

- (2) All staff and volunteers shall wash their hands at all of the following times:
 - (c) Before preparing and serving food and feeding children.

One child care staff member did not wash her hands before serving lunch to children.

R 400.8134 Hand washing.

- (4) Guidelines for hand washing must be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

One handwashing sink in the modular and two handwashing sinks in the school building did not have guidelines for handwashing posted.

R 400.8143 Children's records.

- (1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

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.

R 400.8152 Medication; administrative procedures.

(2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

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.

R 400.8152 Medication; administrative procedures.

(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

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.

R 400.8176 Sleeping equipment.

(17) When sleeping equipment and bedding are stored, both of the following apply:

(b) Bedding must not come in contact with other bedding.

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.

R 400.8320 Food preparation.

(5) Ready to eat foods must not be prepared or served using bare hands.

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.

R 400.8325

Sanitization.

(1) All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.

The multi-use tables were not washed, rinsed, and sanitized before being used for lunch service.

R 400.8340

Food services and nutrition; provided by parents.

(3) Breast milk, formula, milk, other beverages, and food furnished in a same-day supply must be covered and labeled with the child's first and last name and the date.

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.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.

Amy Steger

05/08/2023

Amy Steger
Licensing Consultant

Date