



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

September 19, 2023

Alyssa Konkol
Lake Michigan Catholic Schools
3165 Washington Ave
Saint Joseph, MI 49085

RE: License #: DC110021928
Lake Mich Catholic Elem School
3165 Washington Avenue
Saint Joseph, MI 49085

Dear Alyssa Konkol:

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 09/13/2023, I found seven violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8112 Comprehensive background check; fingerprinting.**
- R 400.8131 Professional development requirements.**
- R 400.8146(1)(e) Information provided to parents.**
- R 400.8146(1)(k) Information provided to parents.**
- R 400.8146(2) Information provided to parents.**
- R 400.8155(5) Child accidents and incidents; child and staff illness.**
- R 400.8167(3) Indoor space.**

Due to the violations, you must send us a corrective action plan by 10/09/2023. 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.

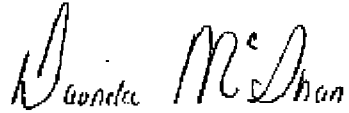
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

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,

A handwritten signature in black ink that reads "Davida McShan". The signature is written in a cursive style with a large initial 'D' and 'M'.

Davida McShan, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(269) 615-5087

enclosure

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

I. IDENTIFYING INFORMATION

License#: DC110021928

Licensee Name: Lake Michigan Catholic Schools

Licensee Address: 3165 Washington Ave
Saint Joseph, MI 49085

Licensee Telephone #: (269) 429-0227

Licensee/Designee: Alyssa Konkel, Proposed Designee

Name of Facility: Lake Mich Catholic Elem School

Facility Address: 3165 Washington Avenue
Saint Joseph, MI 49085

Facility Telephone #: (269) 429-0227

Original Issuance Date: 11/27/1991

Capacity: 75

Age Range: Ages 3 years 0 months Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 09/13/2023
 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: 09/02/2015

		No. of Records Reviewed
No. of children enrolled in care	43	10
No. of staff employed	10	5
No. of volunteers	0	0
No. of children present at time of inspection	18	
No. of staff present at time of inspection	5	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	18	
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: 1, 4, 5, 6, 8, 11, the chapel, gym, library and the multi-purpose room are approved for child care use.
 Approved Program Director: Proposed Program Director, Alyssa Konkell
 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:

R 400.8112	Comprehensive background check; fingerprinting.
	(2) An applicant or licensee shall do all of the following: (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.
I observed five child care staff members. None of them had a consent and disclosure forms in their files.	
R 400.8131	Professional development requirements.
	(8) An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules.
There is no written professional development plan for the center.	
R 400.8146	Information provided to parents.
	(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following: (e) Food service policy.
There is no written food service policy for the center.	
R 400.8146	Information provided to parents.
	(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following: (k) Exclusion policy for child illnesses.
There is no written exclusion policy for child illness in the parent handbook.	
R 400.8146	Information provided to parents.
	(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

There is no documentation that parents received written information packet.	
R 400.8155	Child accidents and incidents; child and staff illness.
	(5) A center shall have a written policy detailing when children, staff, and volunteers will be excluded from the center due to illness.
There is no written exclusion policy for illness for children, staff and volunteers.	
R 400.8167	Indoor space.
	(3) A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.
The center is using Rooms 3 and 4. Those rooms have not been approved. The program director will provide me with a modification form so that the rooms can be approved.	

IV. RECOMMENDATION



09/19/2023

Davida McShan
Licensing Consultant

Date