



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 21, 2022

Kathleen Dvoracek
Saint Mary School
1005 Bridge St
Charlevoix, MI 49720

RE: License #: DC150022312
Saint Mary Pre K
1005 Bridge St
Charlevoix, MI 49720

Dear Ms. Dvoracek:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 04/21/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, I reviewed fire safety, sleep equipment, child records, background check records, MiRegistry Trainings, child-child care staff member interactions, tornado/fire drills, criminal background paperwork, diapering/toileting, and programming. The center consists of one classroom. There were 15 children present with three child care staff members. While onsite, I observed snack, programming, and outdoor play. The classroom had a sufficient amount of developmentally age-appropriate equipment accessible to children. All of the child care staff members were observed being nurturing toward the children. I observed one child care staff member positively redirect a child from climbing on a table. During story time, another child care staff member engaged the children by asking questions throughout the story. The center developed their own curriculum which focuses on five parts: spiritual, cognitive, social, emotional, and physical components to support early education. The outdoor play area is located in the back of the school. It features a climber, swings, and various other equipment to support physical development.

Technical Assistance and Consultation were provided on the following:

- I provided guidance on supervised volunteer paperwork requirements.

- I provided guidance on developing individual plans for children with chronic medical conditions.
- I provided guidance on maximum group sizes for children 3 years and older.
- R 400.8131(8)- Please review your professional development staff training plan to ensure all required information is included. Please refer to the Technical Assistance Manual to identify all required information.
- R 400.8143(1)- Please ensure that there are employee phone numbers listed for all parents even those who are self-employed.
- R 400.8161(1)(e)- The center uses the school's crisis management plan. Please review your crisis management plans to ensure you are meeting all of the licensing requirements. Crisis Management plans need to incorporate having a plan for children with special needs and chronic medical conditions and identify how parents will be contacted for each crisis management plan.
- R 400.8161(8)- Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule(1) of this rule.
- Please ensure that the wood chip surfacing is replenished under elevated surfaces in the outdoor play area.

As a result of the inspection, I did not find any rule or law violations.

During calendar year 2021:	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

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 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 "Codie Mayhew". The signature is written in a cursive, flowing style.

Codie Mayhew, Licensing Consultant
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