



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

December 18, 2020

Tammy Wagner  
Zion Lutheran Church  
W6588 M-69  
Felch, MI 49831

RE: License #: DC220293702  
**Zion Community Preschool & Childcare**  
**W6588 State Hwy M-69**  
**Felch, MI 49831**

Dear Ms. Wagner:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 12/17/2020. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

Due to the violations, you must send us a corrective action plan by 1/8/2021. 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, there will be no change to your license status.

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 906.226.4171.

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

The violations that were found are:

**R 400.8112                    Comprehensive background check; fingerprinting.**

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

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department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

Three staff members need to be changed from "eligible" to "connected". When a staff member is no longer employed, they need to be disconnected from the system.


*Instructions on how to make these changes were sent with this report.*

**R 400.8113                    Program director qualifications; responsibilities.**

(1) Before hiring a new program director, a licensee or licensee designee shall submit a completed BCHS-CC 001 form, titled Child Care Licensing Information Request, and the credentials of the proposed program director to the department for review and approval.

The licensee did not submit the required form and transcripts prior to hiring the program director.

Sincerely,



Wendy Highland, Licensing Consultant  
Bureau of Community and Health Systems  
234 W. Baraga Ave.  
Marquette, MI 49855  
(906) 290-4937