



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

5/3/2024

Tamara Wurst
Trinity Lutheran School
1003 S Maple St, Traverse City, MI, , 49684

License Number: DC280265273

Dear Tamara Wurst,

This letter is to advise you that the 5/2/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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](#).

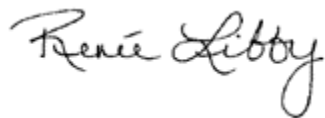
Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8143(1)	Multiple child information cards were incomplete/missing information including: date of admission, parent work and work phone numbers, allergies/special needs/special instructions information, physician's phone number, and the name of the center in the permission to obtain emergency medical treatment section.	Child Information Cards will be complete and all missing information will be corrected and complete by each lead teacher and director by May 31, 2024, and will be kept in this correct order thereafter. Lead caregivers and the program director will be checking child information cards as they come in to make sure complete information cards are on file at the time of each child's initial enrollment.	May 31, 2024

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 Renee Libby at (231) 357-3087 or libbyr@michigan.gov. In the event that Renee Libby is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby".

Renee Libby, Licensing Consultant