



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

April 11, 2022

Maureen DeYoung  
 Grand Traverse Area Catholic Schools  
 123 E. 11th Street  
 Traverse City, MI 49684

RE: License #: DC280400892  
**Immaculate Conception Preschool & Child Care**  
**314 Vine Street**  
**Traverse City, MI 49684**

Dear Ms. DeYoung:

This letter is to advise you that the 04/08/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, 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](#).

<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
R 400.8134(3)(a) Hand washing.	Children in one preschool classroom did not wash their hands before snack.	Staff will ensure all children wash their hands with soap and water prior to meals and snacks.	Immediately and ongoing
R 400.8143(1) Children's records.	Child information cards were incomplete/missing: allergies/special needs/special instructions (3), parent signature date (2).	Lead caregivers and SJC Coordinator will review child information cards and make sure all fields are complete.	By 05/15/2022 and ongoing at family conferences

R 400.8152(2) Medication; administrative procedures.	Two children with medications did not have approved medication administration permission forms on file.	Child care staff members and the school secretary will ensure all children requiring medications have the required medication administration permission form on file.	By 04/19/2022 and ongoing when medication is received
R 400.8161(2)(h) Emergency procedures.	One child with a peanut allergy, and another child with allergies to eggs and walnuts did not have any emergency accommodation plans in place as required.	Emergency plans to accommodate children with chronic medical conditions will be completed by parents and child care staff members for both children with chronic medical conditions.	By 04/19/2022
R 400.8173(3) Equipment.	Bingo dabbers with labels stating, "keep out of the reach of children" were present in three classrooms.	Bingo dabbers were immediately thrown away by child care staff members. All child supplies will be checked in the future to ensure compliance.	03/11/2022
R 400.8325(1) Sanitization.	Staff did not wash and rinse tables before sanitizing them prior to snack being served.	Lead caregivers will ensure all tables are washed, rinsed, and sanitized before meals and snacks.	Immediately and ongoing
R 400.8330(10) Food services and nutrition generally.	Menus posed on the hallway bulletin board did not note menu substitutions.	Staff in Room #123 are now responsible for updating posted menus.	03/16/2022 and ongoing
R 400.8340(3) Food services and nutrition; provided by parents.	Children's lunches were not labeled with first and last names and the date as required by the rule.	Staff will add children's names and dates with markers and stickers if parents fail to do so.	04/14/2022 and ongoing daily

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 me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (231) 922-5309.

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby". The signature is written in black ink and is positioned below the word "Sincerely,".

Renee Libby, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 357-3087