



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 30, 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:

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 03/15/2022 and 03/21/2022, I found 8 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8134(3)(a) Hand washing.
- R 400.8143(1) Children's records.
- R 400.8152(2) Medication; administrative procedures.
- R 400.8161(2)(h) Emergency procedures.
- R 400.8173(3) Equipment.
- R 400.8325(1) Sanitization.
- R 400.8330(10) Food services and nutrition generally.
- R 400.8340(3) Food services and nutrition; provided by parents.

Due to the violations, you must send us a corrective action plan by 04/25/2022.

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:

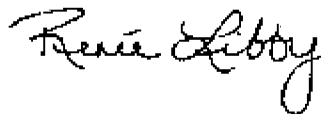
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	2
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 (231) 922-5309.

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

Sincerely,



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

enclosure

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

I. IDENTIFYING INFORMATION

License #: DC280400892

Licensee Name: Grand Traverse Area Catholic Schools

Licensee Address: 123 E. 11th Street
Traverse City, MI 49684

Licensee Telephone #: (231) 946-5961

Licensee/Designee: Maureen DeYoung, Designee

Name of Facility: Immaculate Conception Preschool & Child
Care

Facility Address: 314 Vine Street
Traverse City, MI 49684

Facility Telephone #: (231) 947-1252

Original Issuance Date: 08/20/2019

Capacity: 230

Age Range: Ages 2 years 6 months Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE
FOOD SERVICE
BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/15/2022, 03/21/2022
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection:
 Date of Lead Hazard Risk Assessment, if applicable:
 Date of Documentation of Playground Compliance, if applicable:

		No. of Records Reviewed
No. of children enrolled in care	313	20
No. of staff employed	43	7
No. of volunteers	0	0
No. of children present at time of inspection	123	
No. of staff present at time of inspection	22	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	123	
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: Rooms #102, 103, 116, 117, 119, 121, 122, 123, 125, 127, 202, 205, 208, 210, 210A, 210B, 210C, and the Chapel are approved for child use.
 Approved Program Director: Ms. Sarah Hardy and Ms. Rebecca Wright are the approved Program Directors
 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 renewal inspection, I observed rest time, bodily care routines, snack, choice time, large group, child dismissal, and after school St. Joseph Kid’s Club activities. Staff engaged in supportive interactions with children and used positive guidance techniques throughout the inspection period.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8134 Hand washing.

- (3) Staff and volunteers shall ensure that children wash their hands at all of the following times:
 - (a) Before meals, snacks, or food preparation experiences.

Children in one preschool classroom did not wash their hands before snack. Children sanitized their hands instead of washing them before eating.

REPEAT VIOLATION ESTABLISHED
LSR Dated 02/18/2020
Corrective Action Plan Dated 02/13/2020

R 400.8143 Children's records.

- (1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Of the 20 child files reviewed, information was incomplete/missing: allergies/special needs/special instructions (3), parent signature date (2).

REPEAT VIOLATION ESTABLISHED
LSR Dated 02/18/2020
Corrective Action Plan Dated 02/13/2020

R 400.8152 Medication; administrative procedures.

- (2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

Two children with medications did not have approved medication administration permission forms on file.

R 400.8161 Emergency procedures.

- (2) The written procedures must include all of the following:
 - (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

Emergency procedures were not developed to accommodate children with a chronic medical condition during each type of emergency. 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.

R 400.8173 Equipment.

(3) Materials that have a warning label indicating they are toxic for children, or to keep out of reach of children, must not be used by children.

Bingo dabbers with labels stating, “keep out of the reach of children” were present in three classrooms. The dabbers were mixed in with other non-toxic dot markers that were used for art projects.

R 400.8325 Sanitization.

(1) All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.

Multi-purpose tables used for snack were not washed, rinsed, and sanitized before use. Staff did not wash and rinse tables before sanitizing them prior to snack being served.

R 400.8330 Food services and nutrition generally.

(10) Menus must be planned in advance, dated, and posted in a place visible to parents. Food substitutions must be noted on the menus the day the substitution occurs.

Menus posted on the hallway bulletin board did not note menu substitutions. On 03/15/2022 the lunch menu indicated sweet potatoes were served, but broccoli was substituted instead. Menus were also missing information about a second vegetable or fruit component that was served.

R 400.8340 Food services and nutrition; provided by parents.

(3) Breast milk, formula, milk, other beverages, and food furnished in a same-day supply must be covered and labeled with the child's first and last name and the date.

Children’s lunches were not labeled with first and last names and the date as required by the rule.

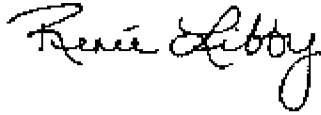
Technical Assistance was provided on the following:

- If a child has an allergy or special need listed on their child information record, additional information from the parent is required. Information obtained by staff about each child's allergies must be communicated to program management. Plans must be in place to ensure that child's safety.
- Wherever a parent indicates their child has an allergy, additional follow up is required to ensure staff are able to provide for his/her appropriate care. Consider having the parent complete an emergency care plan every time something is included in the allergies/special needs section of the child information record. If a parent indicates an allergy, but also states no medications or accommodations are needed, this information must be documented in writing by the parent.
- Health appraisals must be dated within 1 year of enrollment. Even though preschool children may attend as a 3-year-old, and then again as a 4-year-old the next school year, they are reenrolling in the fall and have a new enrollment date. Because of this, health appraisals must be dated within 1 year of the enrollment date (date of admission) listed on the child information card.
- Double check all health appraisals to make sure both pages (or the front and back if two-sided) are present. If a child is missing the second page with the physician's signature and date, the health appraisal is not valid.
- If center staff are taking Health and Safety trainings through MiRegisrty, Course 2 must be completed before they work with children in order to comply with **R400.8131(3)**. Course 2 is required before staff have unsupervised contact with children in order to comply with **R400.8131(4)**. In-house trainings covering the required topics may be substituted for the MiRegisrty trainings as long as pooper documentation is on file as outlines in **R400.8131(11)**.
- Accurate roles for each staff member must be documented in the Child Care Background Check System. Program directors are also child care staff members at your center. Both roles must be listed for these individuals. Ms. Lau is no longer a program director, but still acts as a child care staff member. This information must be updated in the system as well.
- **As a reminder, program directors are responsible for the following:**
 - (a) Developing, implementing, and evaluating program and center policies.
 - (b) Administering day-to-day operations, including being available to address parent, child, and staff issues.
 - (c) Monitoring staff, including annual evaluations.

If your program directors are not performing these duties, the center is not compliant with R400.8113(3).

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.



03/30/2022

Renee Libby
Licensing Consultant

Date