



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 31, 2022

Keri Eubank
Holy Trinity Ev Lutheran School
4201 Burlingame Ave.
Wyoming, MI 49509

RE: License #: DC410072653
Holy Trinity Lutheran Early Childhood Program
4201 Burlingame Avenue SW
Wyoming, MI 49509-3726

Dear Mrs. Eubank:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/24/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, child care staff members engaged in positive interactions with children during indoor play, story time, and small group activities. Staff and children transitioned from one activity to another as a matter of routine. The center was warm and inviting, well maintained, and organized.

I provided Mrs. Eubank with technical assistance for the following:

8134(3) and (4) Immunization records: a certificate of immunization showing a minimum of one dose of each immunizing agent specified by the department of health and human services (DHHS) or a copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons must be obtained and kept on file at the center at the time of the child's initial attendance.

8143(1) Child information card: unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. **Note:** a blank field, a line through a field or "N/A" are not acceptable responses.

8131(12) Professional development: when the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within six months of the notice.

Unsupervised volunteers: individuals who have unsupervised contact and/or access to children must meet all requirements of a child care staff member.

8161(1) and (2) Emergency procedures: review emergency plans to ensure compliance with licensing requirements. Sample emergency plans were provided to Mrs. Eubank via email on 05/31/2022.

8140(2) Discipline policy: the center's discipline policy must include all prohibited methods of discipline.

8125(4) Volunteer screening and supervision policy: a licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

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,



Pamela Walker, Licensing Consultant
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