



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 27, 2023

Kathleen Rand  
Holy Trinity Parish  
1200 Alpine Church  
Comstock Park, MI 49321

RE: License #: DC410088923  
RE: SI LOG #:

Holy Trinity Preschool  
1304 Alpine Church Road  
Comstock Park, MI 49321

Dear Ms. Rand:

This letter is to advise you that the 03/23/2023 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](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8131(12)	Child care staff members Mary Chase, Connie Armock, Candice Maksymowski, and Kathleen Rand did not complete the 2020 and 2021 Health and Safety refresher courses on MiRegistry within 6 months of the notice they were available.	Staff will take refresher courses 2020 and 2021 and complete future activities within 6 months of notification. Email addresses were provided to the consultant to be added so they would receive their own notifications. This has been completed.	3/10/2023
R 400.8140(2)	The discipline policy at this facility includes the use of	Time out will not be used for children under the age of 3 was	3/6/2023

	time outs. The discipline policy did not state that time outs will not be used for children under the age of three.	added to the discipline policy and is now included in the handbook.	
R 400.8146(1)	The written information packet provided to parents did not contain information on the facilities schedule of operation and fees.	The facilities schedule of operation and fees has been added to the handbook.	3/10/2023
R 400.8161(2)	The written emergency plans for fire, tornado, serious accident or injury did not include procedures on each of the above listed bullet points (a-h).	A separate binder for emergency procedures includes written plans for evacuation, moving students to a relocation site, plans for shelter in place, lockdown, contacting and reuniting families, students with special needs and students with chronic medical conditions. This emergency binder is located in the preschool classroom and can be viewed by parents.	3/10/2023
R 400.8167(3)	During my onsite inspection I observed the children leave the approved classroom spaces and eat lunch in the main school building cafeteria. The cafeteria in the main school building has not been approved as child care use space	The original floor plan will be used. The students will lunch in their building and the librarian will go over to their building to read to them. If the board approves another lead inspection, the program director will submit the required form and wait for approval from the licensing consultant for additional space to be used.	3/10/2023
R 400.8173(4)	There is a small blue leather couch in the child care classroom. The edges are torn and not in good repair.	The small blue leather couch has been removed from the childcare facility.	3/01/2023

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 (517) 284-9730.

Sincerely,

A handwritten signature in black ink that reads "Lisa Bush". The signature is written in a cursive, flowing style.

Lisa Bush, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(616) 558-0326