



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 31, 2022

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

RE: License #: DC410088923  
**Holy Trinity Preschool**  
**1304 Alpine Church Road**  
**Comstock Park, MI 49321**

Dear Ms. Rand:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/03/2022. 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 small and large 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 technical assistance for the following:

**8112(2)(a) Consent and disclosure form:** ensure that the proper form is completed and on file for each individual connected to the center in the Child Care Background Check (CCBC) system. **Note:** one individual completed the consent and disclosure form for license exempt providers.

**8131(3) Professional development:** before caring for children, all child care staff members and unsupervised volunteers who work directly with children must be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. **Note:** this training is available at MiRegistry in Course 2 of the Health and Safety Training.

**8131(4) Professional development:** before unsupervised contact with children, all child care staff members who work directly with children must complete prevention and control of infectious disease training, including immunizations. **Note:** this training is available at MiRegistry in Course 1 of the Health and Safety Training.

**8131(5) Professional development:** within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children must complete the following trainings:

- (a) Administration of medication. **(Available in Course 1)**
- (b) Prevention of and response to emergencies due to food and allergic reactions. **(Available in Course 1)**
- (c) Building and physical premises safety. **(Available in Course 2)**
- (d) Emergency preparedness and response planning. **(Available in Course 2)**
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants. **(Available in Course 2)**
- (f) Precautions in transporting children, if applicable. **(Available in Course 2)**
- (g) Child Development. **(Birth to age five available in Course 1) (School-age available in Course 2)**

**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 6 month of the notice.

**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.

**8134 Handwashing:** handwashing procedures must be posted at each handwashing sink in the center.

**8161(1) and (2) Emergency procedures:** review emergency plans to ensure compliance with licensing requirements.

**8140(2) Discipline policy:** revise the center’s discipline policy to include the prohibited methods of discipline.

As a result of the inspection, I did not find any rule or law violations.


<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,

A handwritten signature in cursive script that reads "Pamela Walker".

Pamela Walker, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(616) 250-8864