



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 14, 2023

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:

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 03/01/2023, I found six violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8131(12) Professional development requirements.**
- R 400.8140(2) Discipline.**
- R 400.8146(1) Information provided to parents.**
- R 400.8161(2) Emergency procedures.**
- R 400.8167(3) Indoor space.**
- R 400.8173(4) Equipment.**

Due to the violations, you must send us a corrective action plan by 04/02/2023. 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.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	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

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,



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

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC410088923
Licensee Name:	Holy Trinity Parish
Licensee Address:	1200 Alpine Church Comstock Park, MI 49321
Licensee Telephone #:	
Licensee/Designee:	Kathleen Rand, Designee
Name of Facility:	Holy Trinity Preschool
Facility Address:	1304 Alpine Church Road Comstock Park, MI 49321
Facility Telephone #:	(616) 784-0696
Original Issuance Date:	12/10/1999
Capacity:	51
Age Range:	Ages 2 years 6 months Thru 12 years
Program Components:	PRESCHOOL SCHOOL AGE BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/01/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 12/05/2022
 Date of Lead Hazard Risk Assessment, if applicable: 03/31/2018
 Date of Documentation of Playground Compliance, if applicable: 11/26/2012

		No. of Records Reviewed
No. of children enrolled in care	44	10
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	9	
No. of staff present at time of inspection	1	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	9	
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: The preschool, kindergarten and middle classroom are approved for child care use.
 Approved Program Director: Kathleen Rand
 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 inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8131 Professional development requirements.

(12) 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.

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.

R 400.8140 Discipline.

(2) All of the following means of punishment are prohibited:

(a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.

(b) Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.

(c) Restricting a child's movement by binding or tying him or her.

(d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.

(e) Depriving a child of meals, snacks, rest, or necessary toilet use.

(f) Excluding a child from outdoor play or other gross motor activities.

(g) Excluding a child from daily learning experiences.

(h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.

(i) Time out must not be used for children under 3 years of age.

The discipline policy at this facility includes the use of time outs. The discipline policy did not state that time outs will not be used for children under the age of three.

R 400.8146 Information provided to parents.

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

(a) Criteria for admission and withdrawal.

(b) Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.

(c) Fee policy.

(d) Discipline policy.

(e) Food service policy.

(f) Program philosophy.

(g) Typical daily routine.

(h) Parent notification plan for accidents, injuries, incidents, and illnesses.

(i) Transportation policy, if applicable.

(j) Medication policy.

(k) Exclusion policy for child illnesses.

(l) Notice of the availability of the center's licensing notebook. The notice must include all of the following:

(i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.

(ii) The licensing notebook is available to parents during regular business hours.

(iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare. The website address must be in bold print.

(m) The website where parents can access these rules is www.michigan.gov/michildcare.

The written information packet provided to parents did not contain information on the facilities schedule of operation and fees.

R 400.8161

Emergency procedures.

(2) The written procedures must include all of the following:

(a) A plan for evacuation.

(b) A plan for safely moving children to a relocation site.

(c) A plan for shelter-in-place.

(d) A plan for lockdown.

(e) A plan for contacting parents and reuniting families.

(f) A plan for how each child with special needs will be accommodated during each type of emergency.

(g) A plan for how infants and toddlers will be accommodated during each type of emergency.

(h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

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).

R 400.8167 Indoor space.

(3) A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.

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.

R 400.8173 Equipment.

(4) Play equipment, materials, and furniture, must be all of the following:

- (a) Appropriate to the developmental needs and interests of children as required by R 400.8179(2).
- (b) Safe, clean, and in good repair.
- (c) Child-sized or appropriately adapted for a child's use.
- (d) Easily accessible to the children.

There is a small blue leather couch in the child care classroom. The edges are torn and not in good repair.

IV. RECOMMENDATION

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



3/14/2023

Lisa Bush

Date

Licensing Consultant