



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 2, 2021

Our Savior Evangelical Lutheran Church  
13667 W Highland Rd  
Hartland, MI 48353

RE: License # DC470017848  
Our Savior Lutheran Preschool  
13667 W Highland Road  
Hartland, MI 48353

Dear Our Savior Evangelical Lutheran Church:

This letter is a follow-up to the telephone call on February 22, 2021. Ms. Amy Thompson reported to the department that she was resigning as of February 26, 2021. Ms. Wendy Hardy will be the named licensee designee and program director for the child care center.

The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

**R 400.8113 Program director qualifications; responsibilities.**

2. A program director shall be present in the center in the following manner:

b) At least 50% of the time children are in care but not less than a total of 6 hours per day for programs operating 6 or more continuous hours.

On February 22, 2021, Ms. Amy Thompson called and reported that she was resigning as the program director and licensee designee for the child care center. Her last day is February 26, 2021. Ms. Wendy Hardy will be replacing Ms. Thompson at the child care center.

On February 24, 2021, a telephone call was completed with Ms. Thompson and Ms. Hardy. Ms. Hardy indicated that she teaches at a different school on Tuesday and Thursday but can come to the center afterwards. However, she will not be at the child

care center to meet the required hours on-site which is a minimum of 50% of the time children are in care but not less than a total of 6 hours a day.

Ms. Hardy stated that she will be available Monday through Friday after the semester ends in April 2021. She will act as the program director until a permanent person is hired for the position.

Due to the violations, you must send us a corrective action plan by March 22, 2021. 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, there will be no change to your license status.

A follow-up inspection may be made to verify compliance. Should the corrections not be made in the specified time, it may be necessary to reevaluate the status of your license.

The Department 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, please contact the local office at (248) 975-5053.

Sincerely,

A handwritten signature in black ink that reads "Thanh C. Biehl". The signature is written in a cursive, slightly slanted style.

Thanh Biehl, Licensing Consultant  
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