



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

October 20, 2021

Wendy Hardy  
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 Ms. Hardy:

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 October 20, 2021, I found two violation(s) listed below and explained in the attached report:

- R400.8143(1) Children's records.
- R400.8152(2) Medication; administrative procedures.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

<b>During calendar year 2020:</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>

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.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in black ink that reads "Thanh C. Biehl". The signature is written in a cursive style with a large initial 'T' and 'B'.

Thanh Biehl, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(734) 417-8580

Enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** DC470017848

**Licensee Name:** Our Savior Evangelical Lutheran Church

**Licensee Address:** 13667 W Highland Rd  
Hartland, MI 48353

**Licensee Telephone #:** (248) 887-3836

**Licensee/Designee:** Wendy Hardy, Designee

**Name of Facility:** Our Savior Lutheran Preschool

**Facility Address:** 13667 W Highland Road  
Hartland, MI 48353

**Facility Telephone #:** (248) 887-3836

**Original Issuance Date:** 09/25/1997

**Capacity:** 89

**Age Range:** Ages Birth Thru 12 years

**Program Components:** PRESCHOOL  
SCHOOL AGE  
INFANT/TODDLER  
BEFORE/AFTER SCHOOL



**R 400.8143 Children's records.**

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Nine of the ten children's records reviewed were missing information such as date of admission, allergies, and special needs.

One of the ten children records (J.O.) did not have a child information card on file.

**R 400.8152 Medication; administrative procedures.**

(2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

E.E. and C.S. did not have completed medication permission forms.

E.E. has Infant Tylenol and C.S. has Children's Allergy Relief and Epinephrine.

A corrective action plan was requested and approved on 10/19/2021. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

**Technical Assistance and Consultation were provided for the following:**

- **R400.8125 (5) Staff; Volunteer; Requirements.** A written statement must be signed and dated by staff and **volunteers** at the time of hiring or before volunteering indicating all of the following information: a) The individual is aware that abuse and neglect of children is against the law. b) The individual has been informed of the center's policies on child abuse and neglect. c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.
- **R400.8110 (6) Applicant; Licensee; Licensee Designee; Requirements.** The licensee or licensee designee shall maintain accurate daily records detailing arrival times and departure times for each child care staff member, child care aide, and volunteer.
- **R 400.8131 (3) Professional development requirements.** Before caring for children, all child care staff members and **unsupervised volunteers** who work directly with children shall be trained on prevention of shaken baby syndrome,

abusive head trauma, child maltreatment, and recognition and reporting of child abuse and neglect.

- **R 400.8131 (5) Professional development requirements.** 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 shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry: a) Administration of medication. b) Prevention of and response to emergencies due to food and allergic reactions. c) Building and physical premises safety. d) Emergency preparedness and response planning. e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants. f) Precautions in transporting children, if applicable. g) Child development.
- **R 400.8131 (12) Professional development requirements.** When the department of licensing and regulatory affairs of 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 months of the notice.
- **R 400.8161 (1) Emergency procedures.** Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented: a. Fire. b. Tornado. c. Other natural or man-made disasters. d. Serious accident, illness, or injury. e. Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.
- **R 400.8161 (2) Emergency procedures.** 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.

#### IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.



10/20/2021

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Thanh Biehl  
Licensing Consultant

Date