



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 11, 2022

Lynne Gatz
Trinity Lutheran Church
420 Oak St
Manistee, MI 49660

RE: License #: DC510016611
Trinity Lutheran Preschool
420 Oak St
Manistee, MI 49660

Dear Ms. Gatz:

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 9/28/2022, I found 13 violations. The violations are listed below and explained in the attached report:

R 400.8112(b)	Comprehensive background check; fingerprinting
R 400.8110(12)(a)	Applicant; licensee; licensee designee; requirements
R 400.8125(5)	Staff; volunteer; requirements
R 400.8128	Staff; volunteer; tuberculosis
R 400.8131(10)	Professional development requirements
R 400.8143(1)	Children's records
R 400.8143(3)(a)	Children's records
R 400.8143(3)(b)	Children's records
R 400.8161(1)(e)	Emergency procedures
R 400.8161(2)(h)	Emergency procedures
R 400.8161(4)	Emergency procedures
R 400.8161(5)	Emergency procedures
R 400.8161(6)	Emergency procedures

Due to the violations, you must send us a corrective action plan by 11/7/2022. 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.

During calendar year 2021:	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,



Linda Strube, Licensing Consultant
Bureau of Community and Health Systems
Suite 11
701 S. Elmwood
Traverse City, MI 49684
(231) 215-4608

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC510016611
Licensee Name:	Trinity Lutheran Church
Licensee Address:	420 Oak St Manistee, MI 49660
Licensee Telephone #:	
Licensee/Designee:	Lynne Gatz, Designee
Name of Facility:	Trinity Lutheran Preschool
Facility Address:	420 Oak St Manistee, MI 49660
Facility Telephone #:	(231) 723-8700
Original Issuance Date:	
Capacity:	28
Age Range:	Ages 2 years 6 months Thru 5 years 0 months
Program Components:	PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 09/28/2022
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: Waiting for BCAL-5043
 Date of Lead Hazard Risk Assessment, if applicable: 11/07/2017
 Date of Documentation of Playground Compliance, if applicable: 09/12/2018

		No. of Records Reviewed
No. of children enrolled in care	10	5
No. of staff employed	2	2
No. of volunteers	0	0
No. of children present at time of inspection	7	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	7	
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 room and the gym are approved for child use.

Approved Program Director: Ms. Lynn Gatz is the approved program director

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 400.8110 Applicant; licensee; licensee designee; requirements.

(12) The following records must be retained and available to the department:

(a) The name, address, and telephone number for each child enrolled and each employee for at least 2 years after the individual leaves the center.

Ms. Gatz failed to ensure that a record containing the name, address, and telephone number for each employee was maintained for Ms. Carolee McKenzie.

R 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

Ms. Gatz failed to ensure that a copy of the consent and disclosure form was maintained for Ms. Carolee McKenzie.

R 400.8125 Staff; volunteer; requirements.

(5) 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.

Ms. Gatz failed to ensure that a written stated was signed and dated by Ms. Carolee McKenzie that she is aware that abuse and neglect of children is against the law, she has been informed of the center's policies on child abuse and neglect, and she knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours perweek for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

Ms. Gatz failed to ensure that child care staff member Ms. Carolee McKenzie had verification of TB status within one year before employment.

R 400.8131 Professional development requirements.

(10) All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired. Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first aid and pediatric, child, and adult CPR. Each of these child care staff member's first aid and CPR certificates must be valid and retained on file in the center.

Ms. Gatz failed to ensure that all child care staff members who work directly with children were trained in first aid and pediatric, child and adult cardiopulmonary resuscitation (CPR) within 90 days of hire. Ms. Carolee McKenzie does not have a valid CPR certification.

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.

Ms. Gatz failed to ensure that child information cards were completed at the time of a child's initial attendance. Of 5 child information cards reviewed, 3 were not updated annually, 3 did not have complete allergy information, and 1 did not have the name of the center.

R 400.8143 Children's records.

(3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:

(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).

Ms. Gatz failed to ensure that a certificate of immunization was on file for children under school age. Of 5 child files reviewed, 2 did not have a record of immunizations.

R 400.8143 Children's records.

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within the preceding 12 months for preschoolers.

Ms. Gatz failed to ensure that a physical examination completed within the preceding 12 months for preschoolers was obtained within 30 days of a child's initial attendance. Of 5 child records reviewed, 2 did not have physical examinations.

R 400.8161 Emergency procedures.

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

Ms. Gatz failed to ensure that there were written procedures for the care of children and staff for crisis management including, but not limited to intruders, active shooters, bomb threats, and other man-made events. Ms. Gatz did not have a crisis management plan.

R 400.8161 Emergency procedures.

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

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

Ms. Gatz failed to ensure that written procedures included a plan for how children with chronic medical conditions will be accommodated during each type of emergency.

R 400.8161 Emergency procedures.

(4) The crisis management plan required by subrule (2) of this rule must be maintained in a place known and easily accessible to all personnel.

Ms. Gatz failed to ensure that a crisis management plan required by subrule (2) of this rule was maintained in a place known and easily accessible to all personnel.

R 400.8161 Emergency procedures.

(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

Ms. Gatz failed to ensure that fire drills were completed at least one time quarterly. There were only two fire drills completed in 2021, and there were no fire drills completed in 2022.

R 400.8161 Emergency procedures.

(6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.

Ms. Gatz failed to ensure that at least 2 tornado drills were completed between the months of March through November. There were no documented tornado drills in 2021 or 2022.

IV. RECOMMENDATION

Upon receipt of the Certification of a School Building Fire Safety Provisions (BCAL-5043) form signed by the school superintendent, and an acceptable corrective action plan, I recommend issuance of a regular license to this child care center with increased monitoring.

Linda Strube

10/18/2022

Linda Strube
Licensing Consultant

Date