



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

September 23, 2021

Jan Bigalke
Ludington Area Catholic School
700 E Bryant Rd
Ludington, MI 49431

RE: License #: DC530018489

RE: SI LOG #: **Ludington Area Catholic Child Care
700 E Bryant Road
Ludington, MI 49431**

Dear Ms. Bigalke:

This letter is to advise you that the 09/21/2021 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8125 (4) Staff; volunteer; requirements	The center's written staff and volunteer screening policy does not reflect the current child care licensing rules, does not differentiate the requirements for supervised volunteers and unsupervised volunteers, and does not include that any individual registered on the PSOR is prohibited from having contact with any child in care.	This policy will be written and maintained as part of the new hire paperwork/orientation.	11/1/2021

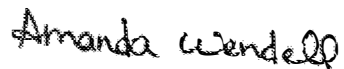
R 400.8128 Staff; volunteer; tuberculosis	Child care staff member Ms. Jessica Mitchell does not have evidence of freedom from communicable tuberculosis on file.	This documentation has been obtained. Documentation will be obtained at hire.	9/15/2021
R 400.8131 (8) Professional development requirements	Ms. Zwick did not ensure that the center provides an orientation about the center's policies and practices and the child care licensing rules.	A plan will be developed for a complete new hire orientation with an annual refresher.	11/1/2021
R 400.8143 (3)(a) Children's records	Ms. Zwick did not ensure that all children under school-age have immunization records on file at the time of initial attendance.	Missing documentation has been obtained.	9/20/2021
R 400.8155 (5) Child accidents and incidents; child and staff illness	The center does not have a policy regarding exclusion of staff and volunteers due to illness.	Policy will be written and included in the child care handbook.	11/1/2021
R 400.8161 (2)(b) Emergency procedures	Ms. Zwick did not ensure that the center's written emergency procedures include a plan for safely moving children to a relocation site, including where that site is.	This policy was updated and housed with the center's emergency procedures.	9/20/2021
R 400.8161 (3) Emergency procedures	Ms. Zwick did not ensure that fire, tornado, disaster, and serious accident/injury plans are posted in each room in a place visible to staff and parents. The plans were housed in binders in the preschool and child care rooms.	Plans have been posted in each licensed child care space.	9/20/2021

It is expected that the corrective action plan will be implemented within the time frames as outlined in your 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.

The office 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, you may contact the local office at (231) 922-5309.

Sincerely,

A handwritten signature in black ink that reads "Amanda Wendell". The signature is written in a cursive, slightly slanted style.

Amanda Wendell, Licensing Consultant
Bureau of Community and Health Systems
Suite 11
701 S. Elmwood
Traverse City, MI 49684
(231) 492-5410