



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

September 15, 2022

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

RE: License #: DC530018489
Ludington Area Catholic Child Care
700 E Bryant Road
Ludington, MI 49431

Dear Ms. Bigalke:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 09/13/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the onsite inspection I observed one section of four-year-old preschool and one section of three-year-old preschool. In both classrooms, I observed children during center time, with staff working and interacting with the children. I also observed large group time and toileting. Staff were attentive to the children's needs and provided appropriate care and supervision.

The violations that were found are:

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).

(b) A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

Ms. Zwick did not ensure that all preschool-aged children have their immunization records or an immunization waiver on file. Of 10 files reviewed, 3 children did not have this required documentation.

REPEAT VIOLATION ESTABLISHED
LSR Dated 09/02/2021
CAP Dated 09/21/2021

During the exit conference, technical assistance/consultation was provided regarding the following:

- Child care staff member Ms. Barbara Stickney-McAdoo has an incorrect version of the consent and disclosure form completed. Ms. Zwick was provided with the correct version and will have Ms. Stickney-McAdoo complete it.
- Ms. Stickney-McAdoo does not have a signed statement regarding abuse and neglect and mandated reporting on file. Ms. Zwick will make sure this is on file prior to Ms. Stickney-McAdoo starting work.
- Ms. Zwick was reminded that children must have a health appraisal on file within 30 days of initial attendance.
- One classroom had unopened containers of disinfecting wipes in an unlocked cabinet. While I was present, staff moved the wipes to a cabinet inaccessible to children.

Due to the violations, you must send us a corrective action plan by 10/05/2022. 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.**

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

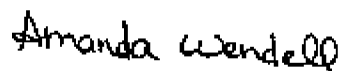
During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our website under Statewide Search for Licensed Child Care Centers and Homes. A description of when inspection letters are completed can be found under Overview of Licensing Reports.

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,

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

Amanda Wendell, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 492-5410