



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 18, 2023

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:

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 7/13/2023, I found 2 violations listed below and explained in the attached report: listed below and explained in the attached report:

R 400.8173 (9)	Equipment
R 400.8152 (2)	Medication administrative procedures

Due to the violations, you must send us a corrective action plan by 8/7/2023. 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.**

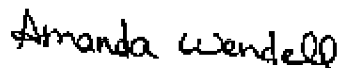
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	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, if you continue to maintain one.

Sincerely,



Amanda Wendell, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(231) 492-5410

enclosure

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

I. IDENTIFYING INFORMATION

License #: DC530018489

Licensee Name: Ludington Area Catholic School

Licensee Address: 700 E Bryant Rd
Ludington, MI 49431

Licensee Telephone #: (231) 843-3188

Licensee/Designee: Jan Bigalke, Designee

Name of Facility: Ludington Area Catholic Child Care

Facility Address: 700 E Bryant Road
Ludington, MI 49431

Facility Telephone #: (231) 843-3188

Original Issuance Date:

Capacity: 52

Age Range: Ages 2 years 6 months Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE
BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 07/13/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 05/17/2023
 Date of Lead Hazard Risk Assessment, if applicable: 06/05/2020
 Date of Documentation of Playground Compliance, if applicable: 11/12/2008/
 05/10/2023

	No. of Records Reviewed	
No. of children enrolled in care	25	10
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	15	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	15	

Persons Interviewed: Licensee/Licensee Designee
 Program Director
 Caregiving staff

Approved Child Use Space: child care room, preschool room, gym, library
 Approved Program Director: Heather Zwick
 Approved Central Administrator: Jan Bigalke
 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.

When I arrived for the onsite inspection, the children and staff were outside on the playground finishing lunch. Following the completion of lunch, children were engaged in free play either individually or in small groups. Staff were dispersed around the play area supervising and interacting with children. I observed multiple children being picked up for the day and some children being dropped off. While I was present, four younger children were brought inside for rest time. I observed

children being taken to the bathroom and washing hands. All interactions observed between staff and children were positive.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8173 Equipment.

(9) A first aid kit must be readily accessible to staff and securely stored in the center.

The center's first aid kits do not contain the required supplies, including sterile gauze pads of assorted sizes, a roll of gauze, adhesive bandages of assorted sizes, adhesive cloth tape, an elastic bandage, tweezers, and scissors.

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.

One child had a medication at the center with an incomplete medication permission form. The form must be filled out with all instructions provided by the parent or physician.

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

- I worked with Ms. Zwick and Ms. Bigalke to update their staff handbook with new rules and updated language.
- Parents provide snack on a rotating basis. Ms. Zwick and I discussed ways to notify parents what snack item was served to children on a particular day.
- There were two cold medications present that were not labeled for a specific child. Ms. Zwick reported that the children they were intended for no longer attend the child care and she would dispose of the medications.
- A former staff member was still connected in the center's CCBC account, and a new staff member was listed as eligible. I reminded Ms. Zwick and Ms. Bigalke that the CCBC account must remain current at all times.
- The center's statement regarding immunization records for school-aged children does not indicate that their records are on file at their school. Ms. Zwick will add that statement for the 2023-2024 school year.
- I informed Ms. Zwick that she is no longer required to maintain a licensing notebook, and what her requirements are if she wishes to discontinue the use of such.
- One child care staff member completed an online CPR course but not an in-person skills test. I reminded Ms. Zwick that an in-person test is now required.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.

Amanda Wendell

07/18/2023

Amanda Wendell
Licensing Consultant

Date