



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 21, 2022

Janet McLoughlin
Our Shepherd Lutheran
2225 E. 14 Mile Road
Birmingham, MI 48009

RE: License #: DC630018116
2022D0424008
RE: SI LOG #: **Our Shepherd Lutheran Preschool & Child Care**
1658 E. Lincoln
Birmingham, MI 48009

Dear Ms. McLoughlin,

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](#).

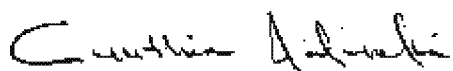
Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8125(1) Staff; volunteer; requirements.	Child A did not receive appropriate care and supervision on 02/09/2022 when he was left indoors unattended for 10 minutes.	Administration is actively seeking to hire an additional staff member for ABC. All staff members will be reminded of procedures for keeping count, check in and check out at March staff meeting.	3/24/22
R 400. 8143(11) Children's records.	A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If	ABC staff had training on check in/out procedures and best practices for keeping count of all children at all times.	Completed 3/1/22- 3/10/22

	electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.		
--	---	--	--

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

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. If I am unavailable and you need to reach someone immediately, you may contact the central office at (517) 284-9730.

Sincerely,



Cynthia Jalynski, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (248) 860-3222