



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

December 22, 2022

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

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

Dear Ms. McLoughlin:

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 11/28/2022, I found two violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

**R 400.8152(3) Medication; administrative procedures.**

**R 400.8152(4) Medication; administrative procedures.**

Due to the violations, you must send us a corrective action plan by 1/10/2022. 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, a regular license will be issued. You will receive it in the mail.

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

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 (313) 938-6141.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

*J. Manchester*

Jinelle M. Manchester, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(313) 938-6141

enclosure

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

**I. IDENTIFYING INFORMATION**

|                                |                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------|
| <b>License #:</b>              | DC630018116                                                                      |
| <b>Licensee Name:</b>          | Our Shepherd Lutheran                                                            |
| <b>Licensee Address:</b>       | 2225 E 14 Mile Rd<br>Birmingham, MI 48009                                        |
| <b>Licensee Telephone #:</b>   | (248) 645-5273                                                                   |
| <b>Licensee/Designee:</b>      | Janet McLoughlin, Designee                                                       |
| <b>Name of Facility:</b>       | Our Shepherd Lutheran Preschool & Child<br>Care                                  |
| <b>Facility Address:</b>       | 1658 E Lincoln<br>Birmingham, MI 48009                                           |
| <b>Facility Telephone #:</b>   | (248) 645-5273                                                                   |
| <b>Original Issuance Date:</b> | 12/27/1982                                                                       |
| <b>Capacity:</b>               | 275                                                                              |
| <b>Age Range:</b>              | Ages 2 years 0 months Thru 12 years                                              |
| <b>Program Components:</b>     | PRESCHOOL<br>SCHOOL AGE<br>INFANT/TODDLER<br>FOOD SERVICE<br>BEFORE/AFTER SCHOOL |

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 11/28/2022  
Date of Environmental Health Inspection: N/A  
Date of Fire Safety Inspection:  
Date of Lead Hazard Risk Assessment, if applicable:  
Date of Documentation of Playground Compliance, if applicable:

|                                                 |                            | No. of Records<br>Reviewed          |
|-------------------------------------------------|----------------------------|-------------------------------------|
| No. of children enrolled in care                | 88                         | 15                                  |
| No. of staff employed                           | 21                         | 21                                  |
| No. of volunteers                               | 0                          | 0                                   |
| No. of children present at time of inspection   | 67                         |                                     |
| No. of staff present at time of inspection      | 13                         |                                     |
| No. of volunteers present at time of inspection | 0                          |                                     |
| No. of children interviewed/observed            | 67                         |                                     |
| 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: 1-5, 9, 15, tech lab, library - licensed, but not in use are 10, 12, 13  
Approved Program Director: Sarah Kosciuk  
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 400.8152**

**Medication; administrative procedures.**

**(3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.**

**(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.**

On 11/28/2022, I observed three epi-pens that were stored for child use. Two of them were expired and two of them were not in the original container with a prescription label.

#### **IV. RECOMMENDATION**

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

*J. Manchester*

12/22/2022

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Jinelle M. Manchester  
Licensing Consultant

Date