



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

May 18, 2022

Pamela Hughes  
St Trinity Lutheran Church  
7925 Sashabaw Rd  
Clarkston, MI 48348

RE: License #: DC630018309

**St Trinity Lutheran Preschool**  
**7925 Sashabaw Rd**  
**Clarkston, MI 48348**

Dear Mrs. Hughes:

This letter is to advise you that the 05/18/2022 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 400/8134(6) Professional development requirements.	One of the staff members did not complete 16 hours of professional development training in 2021.	Moving forward all staff members will complete required training for each calendar year.	5/18/22
R 400.8143(3)(a) Children's records.	Out of the 10 children's records reviewed, one child's record did not have a certificate of immunization.	Moving forward all children will have certificate of immunization or a waiver by the start of the school year.	5/18/22

R 400.8125(4) Staff; volunteer; requirements.	The licensee did not have a volunteer supervision policy including a statement that any individual listed on the public sex offender registry is prohibited from having any contact with any child in care.	Will re-write the policy to include the PSOR clearance statement.	6/18/22
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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 (517) 284-9730.

Sincerely,



Bagvati Yedur, Licensing Consultant  
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P.O. Box 30664  
Lansing, MI 48909  
(248) 736-1869