



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

February 27, 2023

Jennifer Davis
 Holy Name School and Church
 680 Harmon Ave
 Birmingham, MI 48009

RE: License #: DC630018440

RE: SI LOG #: **Holy Name Preschool
 680 Harmon Avenue
 Birmingham, MI 48009**

Dear Ms. Davis:

This letter is to advise you that the 02/23/2023 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
R400.8143 Children's records.	On 1/31/2023, I reviewed 20 children's files. Eighteen of the 20 files had information cards that were not filled out completely. They were missing parents work information, physicians' information, and parent signatures.	The Director will collect parent work information, physician information and parent signatures. They will be on file for each student.	3/31/2023
R400.8143 Children's records.	On 1/31/2023, I attempted to review the 20 children's physical evaluations. Only one child had a physical on file.	The Director will collect and keep on file physical evaluations of each student.	3/31/2023

R400.8161 Emergency procedures.	On 1/31/2023, I reviewed the fire drill log. No fire drills were completed between 10/15/2021 and 9/21/2022.	A fire drill program, consisting of at least 1 fire drill quarterly will be established and implemented.	3/31/2023
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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,



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