



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 23, 2023

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

RE: License #: DC630018440  
**Holy Name Preschool**  
**680 Harmon Avenue**  
**Birmingham, MI 48009**

Dear Ms. Davis:

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 1/31/2023, I found three violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- |                   |                              |
|-------------------|------------------------------|
| <b>R 400.8143</b> | <b>Children's records.</b>   |
| <b>R 400.8143</b> | <b>Children's records.</b>   |
| <b>R 400.8161</b> | <b>Emergency procedures.</b> |

Due to the violations, you must send us a corrective action plan by 3/13/2023. 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.

<b>During calendar year 2022:</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 (517) 284-9730.

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>	DC630018440
<b>Licensee Name:</b>	Holy Name School and Church
<b>Licensee Address:</b>	680 Harmon Ave Birmingham, MI 48009
<b>Licensee Telephone #:</b>	
<b>Licensee/Designee:</b>	Jennifer Davis, Designee
<b>Name of Facility:</b>	Holy Name Preschool
<b>Facility Address:</b>	680 Harmon Avenue Birmingham, MI 48009
<b>Facility Telephone #:</b>	(248) 644-2722
<b>Original Issuance Date:</b>	10/08/1984
<b>Capacity:</b>	20
<b>Age Range:</b>	Ages 2 years 6 months Thru 11 years
<b>Program Components:</b>	PRESCHOOL BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 01/31/2023  
 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 Reviewed
No. of children enrolled in care	20	20
No. of staff employed	2	2
No. of volunteers	0	0
No. of children present at time of inspection	19	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	19	
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: 113  
 Approved Program Director: Jennifer Davis  
 Approved Central Administrator: nine  
 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 400.8143 Children's records.**

**(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.**

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.

**R 400.8143 Children's records.**

**(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:**

- (a) For an infant, within the preceding 3 months.**
- (b) For toddlers, within the preceding 6 months.**
- (c) For preschoolers, within the preceding 12 months.**

On 1/31/2023, I attempted to review the 20 children's physical evaluations. Only one child had a physical on file.

**R 400.8161 Emergency procedures.**

**(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.**

On 1/31/2023, I reviewed the fire drill log. No fire drills were completed between 10/15/2021 and 9/21/2022.

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend a regular license be issued.

*J. Manchester*

2/23/2023

---

Jinelle M. Manchester  
Licensing Consultant

Date