



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

December 5, 2022

Diana Atkins  
Notre Dame Preparatory School and Marist Academy  
1300 Giddings Rd  
Pontiac, MI 48340

RE: License #: DC630345638

RE: SI LOG #: **Notre Dame Marist Academy - Lower Division  
1425 Giddings Road  
Pontiac, MI 48340**

Dear Mrs. Atkins:

This letter is to advise you that the 12/01/2022 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 Hand washing.	Handwashing with soap and running water was not completed before lunch time. Children used hand sanitizer instead of soap and running water prior to eating lunch.	Students will wash hands before and after snacks/lunch and after playing with toys and manipulatives.	12/02/2022
R 400.8152 Medication; administrative procedures.	Medication stored in classroom 101 was not clearly labeled for a named child. A container of Children's Zyrtec did not have a label for a named child.	All medication will be kept in the main office labeled in individual plastic bags.	12/01/2022

R 400.8182 Ratio and group size requirements.	Child care staff members to child ratios were not met in room 102. One child care staff member was left alone in room 102 with 13 children from 10:58 am to 11:03 am. The other staff member left the classroom to pick up food from the school cafeteria.	Ratios will be met at all times. If a teacher needs to step out of the classroom, they will call to the office for coverage.	12/01/2022
R 400.8340 Food services and nutrition; provided by parents.	Containers of water were not labeled with each child's first and last name in room 102. There were six water bottles that had a child's first name only. Two water bottles were not labeled with any information.	All water bottles will be labeled with child's first and last name	12/02/2022

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,



Michelle Fruehan, Licensing Consultant  
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