



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 24, 2023

Karen Kienitz
Trinity Lutheran Church
19778 US 10
Reed City, MI 49677

RE: License #: DC670362427
Trinity Lutheran Preschool
19778 US 10
Reed City, MI 49677

Dear Ms. Kienitz:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 01/18/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

At the time of this onsite inspection, there were six children in care and three child care staff members. I observed handwashing, snack, and outdoor play. Child care staff members interacted with children in a developmentally appropriate manner. The needs of children were met promptly and with kindness.

The violations that were found are:

R 400.8125 Staff; volunteer; requirements.

(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

(a) The individual is aware that abuse and neglect of children is against the law.

(b) The individual has been informed of the center's policies on child abuse and neglect.

(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Ms. Kienitz did not ensure that a signed and dated statement was obtained by child care staff members at the time of hiring indicating that the individual is aware that abuse and neglect of children is against the law; the individual has been informed of the center's policies on child abuse and neglect; and the individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services. Ms. Kienitz did not obtain this document from child care staff member Ms. Tiffany Allen.

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.

Ms. Kienitz did not ensure that a completed child information card was completed and signed by the child's parent. Of five child information cards reviewed, one did not have the name of the child's doctor and the doctor's phone number, two had incomplete allergy information, and one did not have a work telephone number.

Due to the violations, you must send us a corrective action plan by 2/7/2023. 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.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0

Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0
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You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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,



Linda Strube, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 215-4608