



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

October 1, 2021

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:

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 9/30/2021, I found *11* violations. The violations are listed below and explained in the attached report:

R 400.8110(3)(c) Applicant; licensee; licensee designee; requirements  
R 400.8131(4) Professional development requirements  
R 400.8131(5)(a) Professional development requirements  
R 400.8131(5)(b) Professional development requirements  
R 400.8131(5)(c) Professional development requirements  
R 400.8131(5)(d) Professional development requirements  
R 400.8131(5)(e) Professional development requirements  
R 400.8131(5)(g) Professional development requirements  
R 400.8131(6) Professional development requirements  
R 400.8161(1)(e) Emergency procedures  
R 400.8161(2)(h) Emergency procedures

Due to the violations, you must send us a corrective action plan by 10/20/2021. 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.

<b>During calendar year 2020:</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 (616) 356-0100.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Linda Strube, Licensing Consultant  
Bureau of Community and Health Systems  
Suite 11  
701 S. Elmwood  
Traverse City, MI 49684  
(231) 215-4608

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC670362427
<b>Licensee Name:</b>	Trinity Lutheran Church
<b>Licensee Address:</b>	19778 US 10 Reed City, MI 49677
<b>Licensee Telephone #:</b>	(231) 832-5186
<b>Licensee/Designee:</b>	Karen Kienitz, Designee
<b>Name of Facility:</b>	Trinity Lutheran Preschool
<b>Facility Address:</b>	19778 US 10 Reed City, MI 49677
<b>Facility Telephone #:</b>	(231) 832-5186
<b>Original Issuance Date:</b>	09/03/2014
<b>Capacity:</b>	20
<b>Age Range:</b>	Ages 2 years 6 months Thru 5 years 11 months
<b>Program Components:</b>	PRESCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 09/29/2021  
 Date of Environmental Health Inspection: An environment health inspection is not required as parents provide all food.  
 Date of Fire Safety Inspection: Requested document  
 Date of Lead Hazard Risk Assessment, if applicable: This building was built in 2014, and a lead hazard risk assessment was not required.  
 Date of Documentation of Playground Compliance, if applicable: A playground inspection was not required as there is no raised playground equipment.

	No. of Records Reviewed	
No. of children enrolled in care	15	9
No. of staff employed	2	2
No. of volunteers	0	0
No. of children present at time of inspection	6	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	6	

Persons Interviewed: Licensee/Licensee Designee   
 Program Director   
 Caregiving staff

Approved Child Use Space: Room numbers 100, 101, 102, activities room, church, and the gym are approved for child use space.  
 Approved Program Director: Karen Kienitz is the approved program director.  
 Approved Central Administrator: None  
 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 400.8110            Applicant; licensee; licensee designee; requirements.**

**(3) All of the following must be in a place, accessible, and visible to parents:**

**(c) A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.**

Ms. Kienitz did not ensure that a notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers was posted in a place accessible and visible to parents.

**R 400.8131            Professional development requirements.**

**(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.**

Ms. Kienitz did not ensure that all child care staff member who work directly with children completed prevention and control of infectious disease training including immunizations. Ms. Kienitz and child care staff member Ms. Marion Schlicker did not complete this training.

**R 400.8131            Professional development requirements.**

**(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:**

**(a) Administration of medication.**

Ms. Kienitz did not ensure that all child care staff members and unsupervised volunteers who work directly with children completed training in the administration of medication through MiRegistry. Ms. Kienitz and child care staff member Ms. Marion Schlicker did not complete this training.

**R 400.8131            Professional development requirements.**

**(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward**

annual professional development hours and are available at MiRegistry:

(b) Prevention of and response to emergencies due to food and allergic reactions.

Ms. Kienitz did not ensure that all child care staff members and unsupervised volunteers completed training in the prevention of and response to emergencies due to food and allergic reactions through MiRegistry. Ms. Kienitz and child care staff member Ms. Marion Schlicker did not complete this training.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(c) Building and physical premises safety.

Ms. Kienitz did not ensure that all child care staff members and unsupervised volunteers who work directly with children completed training in building and physical premises safety through MiRegistry. Ms. Kienitz and child care staff member Ms. Marion Schlicker did not complete this training.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(d) Emergency preparedness and response planning.

Ms. Kienitz did not ensure that all child care staff members completed training in emergency preparedness and response planning thorough MiRegistry. Ms. Kienitz and child care staff member Ms. Marion Schlicker did not complete this training.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.

Ms. Kienitz did not ensure that all child care staff members who work directly with children completed training in the handling and storage of hazardous materials and appropriate disposal of bio-contaminants through MiRegistry. Ms. Kienitz and child care staff member Ms. Marion Schlicker did not complete this training.

**R 400.8131 Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

(g) Child development.

Ms. Kienitz did not ensure that all child care staff members completed training in child development through MiRegistry. Ms. Kienitz and child care staff member Ms. Marion Schlicker did not complete this training.

**R 400.8131 Professional development requirements.**

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Child care center administrative rules.

Ms. Kienitz did not ensure that all child care staff members who work directly with children completed 16 clock hours of professional development training. Ms. Kienitz and Ms. Marion Schlicker did not complete any training during 2020.

**R 400.8161 Emergency procedures.**

(1) Written procedures for the care of children and staff for each of the following emergencies must be developed and implemented:

(e) Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.

Ms. Kienitz did not ensure that written procedures for the care of children and staff was developed and implemented for crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events. Ms. Kienitz did have a crisis management plan, but it did not include intruders, active shooters, bomb threats, and other man-made events.

**R 400.8161                      Emergency procedures.**

(2) The written procedures must include all of the following:

(h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

Ms. Kienitz did not ensure that written procedures included a plan for how children with chronic medical conditions will be accommodated during each type of emergency.

**IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.

*Linda Strube*

10/01/2021

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Linda Strube  
Licensing Consultant

Date