



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

May 23, 2022

Erin Matts  
St. Mary Cathedral School  
321 N. Otsego Ave.  
Gaylord, MI 49735

RE: License #: DC690268385

**St. Mary Elementary Preschool/After School Academy  
321 N Otsego Ave  
Gaylord, MI 49735**

Dear Ms. Matts:

This letter is to advise you that the 05/23/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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 400.8125(3) Staff; volunteer; requirements	I observed three supervised volunteers during the on-site inspection; they did not have a public sex offender registry (PSOR) clearance on file.	PSOR clearance will be completed and on file.	05/24/2022
R 400.8125(5) Staff; volunteer; requirements	I observed three supervised volunteers during the on-site inspection, they did not have a signed statement regarding abuse and neglect on file.	Abuse neglect statement will be signed and on file.	05/24/2022

<b>R 400.8128 Staff; volunteer; tuberculosis.</b>	I observed three supervised volunteers during the on-site inspection, they did not have verification of communicable tuberculosis (TB) status on file.	TB tests will be on file.	05/24/2022
<b>R 400.8131(3) Professional development requirements.</b>	Child care staff members Jessica Benoit and Denise Burzynski did not complete miregistry.org health and safety training for child care providers course 1 and 2.	Trainings will be completed.	06/01/2022
<b>R 400.8131(4) Professional development requirements.</b>	Child care staff members Jessica Benoit and Denise Burzynski did not complete miregistry.org health and safety training for child care providers course 1 and 2.	Trainings will be completed.	06/01/2022
<b>R 400.8131(5) Professional development requirements.</b>	Child care staff members Jessica Benoit and Denise Burzynski did not complete miregistry.org health and safety training for child care providers course 1 and 2.	Trainings will be completed.	06/01/2022
<b>R 400.8131(12) Professional development requirements.</b>	I reviewed eight staff files. Five staff members did not complete the 2021 miregistry.org health and safety refresher and one staff member did not complete the 2020 miregistry.org health and safety refresher.	Trainings will be completed.	05/24/2022
<b>R 400.8134(3)(a) Hand washing.</b>	Staff did not ensure the after-school children washed their hands before snack.	Staff will ensure children wash hands before meals and snacks.	05/24/2022
<b>R 400.8161(5) Emergency procedures.</b>	There were no fire drills completed December 2020 through June 2021 and December 2021 through April 2022.	Fire drills will be completed quarterly.	09/01/2022

<b>R 400.8161(6) Emergency procedures.</b>	There were no tornado drill completed in 2021.	Two tornado drills will be completed Between March and November.	09/01/2022
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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,

**Cheree Riley**

Cheree Riley, Licensing Consultant  
 Child Care Licensing Bureau  
 611 W. Ottawa Street  
 P.O. Box 30664  
 Lansing, MI 48909  
 (989) 619-1651