



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 8, 2022

Lindsey Sims
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. Sims:

This letter is to advise you that the 11/17/2022 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 400.8128 Staff; volunteer; tuberculosis.	Child care staff member Denise Burzinski did not have verification of communicable tuberculosis (TB) status on file during the on-site inspection.	Licensee designee Lindsey Sims provided verification on 11/11/2022.	11/11/2022
R 400.8131(3) Professional development requirements	Child care staff member Denise Burzynski and Minor unsupervised volunteer 1 did not complete miregistry.org health and safety training for child care providers course 2.	Licensee designee Lindsey Sims provided verification on 11/14/2022.	11/14/2022

R 400.8131(4) Professional development requirements.	Minor unsupervised volunteer 1 did not complete miregistry.org health and safety training for child care providers course 1.	Lindsey Sims provided verification on 11/14/2022.	11/14/2022
R 400.8131(5) Professional development requirements.	Child care staff member Denise Burzynski did not complete miregistry.org health and safety training for child care providers course 2 and Minor unsupervised volunteer 1 did not complete miregistry.org health and safety training for child care providers course 1 and 2.	Licensee designee Lindsey Sims provided verification on 11/14/2022.	11/14/2022
R 400.8143(8) Children's records.	Three of the 11 school age child files I reviewed did not have a signed statement on file regarding health and immunizations.	Student records will be completed.	11/18/2022
R 400.8146 (2) Information provided to parents.	Two of the 11 school age child files I reviewed did not have documentation that a parent received the written information packet.	Student records will be completed.	11/18/2022
R 400.8325(1) Sanitization.	I observed the school age tables sanitized with Clorox wipes before snack; the tables were not washed, rinsed and sanitized as required.	Three step cleaning process will be used to clean tables.	11/11/2022

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 (866) 865-0006.

Sincerely,

A rectangular area with a halftone dot pattern containing the handwritten signature "Cheree Riley" in cursive.

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