



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 14, 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:

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 11/9/2022, I found *seven violations*. The violations are listed below and explained in the attached report:

- | | |
|----------------------|---|
| R 400.8128 | Staff; volunteer; tuberculosis. |
| R 400.8131(3) | Professional development requirements. |
| R 400.8131(4) | Professional development requirements. |
| R 400.8131(5) | Professional development requirements. |
| R 400.8143(8) | Children's records. |
| R 400.8146(2) | Information provided to parents. |
| R 400.8325(1) | Sanitization. |

Due to the violations, you must send us a corrective action plan by 12/5/2022. 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.

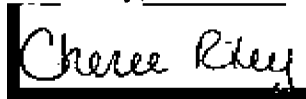
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2021:	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

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, _____



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

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC690268385
Licensee Name:	St. Mary Cathedral School
Licensee Address:	321 N. Otsego Gaylord, MI 49735
Licensee Telephone #:	(989) 732-5801
Licensee/Designee:	Lindsey Sims, Designee
Name of Facility:	St. Mary Elementary Preschool/After School Academy
Facility Address:	321 N Otsego Ave Gaylord, MI 49735
Facility Telephone #:	(989) 732-5801
Original Issuance Date:	09/02/2004
Capacity:	89
Age Range:	Ages 3 years 0 months Thru 12 years
Program Components:	PRESCHOOL SCHOOL AGE BEFORE/AFTER SCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 11/09/2022
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 08/10/2022
 Date of Lead Hazard Risk Assessment, if applicable: 2017, 09/24/2020, 08/02/2022
 Date of Documentation of Playground Compliance, if applicable: 05/12/2017

		No. of Records Reviewed
No. of children enrolled in care	63	41
No. of staff employed	7	5
No. of volunteers	2	1
No. of children present at time of inspection	51	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	51	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: The approved child use space located in the St. Mary Cathedral school includes: classrooms 11,13,14 and 15, high school multi-purpose room 32, high school music room 31, elementary cafeteria, high school library, high school art classroom 16, girls' elementary restroom, boys' elementary restroom and title 1 room.

Approved Program Director: The approved program directors include: Ms. Lindsey Sims, Ms. Kristen Payton and Ms. Samantha Jones.

Approved Central Administrator: Ms. Lindsey Sims is the approved central administrator.

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 on-site inspection I observed the preschool classroom, two pre-K classrooms and the ASA program. The programming included the following: nap time, story time, handwashing, snack, free play, clean up and departure. I observed the caregivers' interactions with the children in care to be developmentally appropriate and responsive to their needs.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

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.

**REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 05/23/2022 and LSR Dated 04/15/2021
Corrective Action Plans Dated 05/23/2022 and 04/15/2021**

R 400.8131 Professional development requirements.

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

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.

**REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 05/23/2022
Corrective Action Plan Dated 05/23/2022**

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.

Minor unsupervised volunteer 1 did not complete miregistry.org health and safety training for child care providers course 1. Licensee designee Lindsey Sims provided verification on 11/14/2022.

REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 05/23/2022
Corrective Action Plan Dated 05/23/2022

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.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

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.

REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 05/23/2022
Corrective Action Plan Dated 05/23/2022

R 400.8143 Children's records.

(8) Upon enrollment and annually thereafter, a center shall obtain and keep on file at the center a signed statement from a school-age child's parent confirming all of the following:

- (a) The child is in good health with activity restrictions noted.
- (b) The child's immunizations are up-to-date.

(c) The immunization record or appropriate waiver is on file with the child's school.

Three of the 11 school age child files I reviewed did not have a signed statement on file regarding health and immunizations.

REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 05/23/2022 and LSR Dated 03/25/2019
Corrective Action Plans Dated 05/23/2022 and 04/10/2019

R 400.8146 Information provided to parents.

(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

R400.8146(2) Two of the 11 school age child files I reviewed did not have documentation that a parent received the written information packet.

REPEAT VIOLATION ESTABLISHED
Inspection Report Dated 05/23/2022
Corrective Action Plan Dated 05/23/2022

R 400.8325 Sanitization.

(1) All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.

I observed the school age tables sanitized with Clorox wipes before snack; the tables were not washed, rinsed and sanitized as required.

REPEAT VIOLATION ESTABLISHED
LSR Dated 03/25/2019
Corrective Action Plan Dated 04/10/2019

During the exit conference, I provided technical assistance and consultation on the following:

- After school program needs to post a rule book.
- After school program needs to post a criminal history check notice.
- After school care must have completed child information cards on file; the cards in the classroom have missing information including the following: date

of admission, parent's employer telephone numbers, allergies, permission for emergency medical treatment, parent signature and date.

- All staff must document 16 hours of training annually.
- The only restrooms approved for child use are the boys and girls restrooms in the elementary hallway, between classroom 6 and 7. I do not see that any other restrooms have has a lead risk assessment. These are not the restrooms that I observed the after school program use.

IV. RECOMMENDATION

Upon receipt of a corrective action plan and acceptable furnace and water heater inspection, I recommend issuance of a regular license to this child care center.



11/14/2022

Cheree Riley
Licensing Consultant

Date