



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 15, 2022

Marianne Dougherty
Holy Cross Lutheran Church
PO Box 706
3786 Glasier
Onaway, MI 49765

RE: License #: DC710251471

**Holy Cross Lutheran Church
3786 Glasier
Onaway, MI 49765**

Dear Ms. Dougherty:

This letter is to advise you that the 12/13/2022 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
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R 400.8125(3) Staff; volunteer; requirements.	Two of the three supervised volunteers did not have a public sex offender registry (PSOR) clearance on file.	PSOR will be completed and kept on file.	01/13/2023
R 400.8125(5) Staff; volunteer; requirements.	The three supervised volunteers did not have a signed statement regarding abuse and neglect on file.	Volunteers will sign and be kept on file.	01/13/2023
R 400.8143(1) Children's records.	I reviewed six child information cards. The following information was missing: (5) mother and or father's employer and or employer telephone number, (1) physician telephone number and (1) date signed.	Parents will complete child information cards.	01/13/2023
R 400.8143(2) Children's records.	One of the six child information cards reviewed were not updated annually as required.	Parent will update and sign.	01/13/2023
R 400.8143(3) Children's records.	One of the six children enrolled did not have a certificate of immunization on file.	Parent will obtain and will be kept on file.	01/13/2023
R 400.8143(6) Children's records.	One of the six children enrolled did not have a physical on file.	Parent will obtain and will be kept on file.	01/13/2023
R 400.8146(1) Information provided to parents.	The written information packet provided to parents did not include a medication policy.	Information will be added to handbook.	01/13/2023

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 containing a handwritten signature in cursive script that reads "Cheree Riley". The signature is written in dark ink on a light-colored background.

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