



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 5, 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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 01/05/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the on-site inspection the programming I observed included the following: snack, music and movement, story time and art. I observed the caregivers' interactions with the children in care to be developmentally appropriate and responsive to their needs.

The violations that were found are:

**R 400.8143 Children's records.**

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

I reviewed eight child information cards. The following information was missing: (6) date of admission and (3) mother and or father's employer and or employer telephone number.

**REPEAT VIOLATION ESTABLISHED**

**LSRs Dated 02/16/2021 and 12/18/2018  
Corrective Action Plans Dated 02/02/2021 and 12/10/2018**

**R 400.8143 Children's records.**

(2) Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.

One of the eight child information cards I reviewed were not updated annually as required.

**R 400.8143 Children's records.**

(3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:

(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).

(b) A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

Three of the eight children enrolled did not have immunizations on file.

During the exit conference, I provided technical assistance and consultation to Ms. Dougherty on the following: update signed statement for staff and volunteers.

On 1/5/2022, you gave us an acceptable written corrective action plan.

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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,

A handwritten signature in cursive script that reads "Cheree Crudo".

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