



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:

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 12/13/2022, I found seven violations. The violations are listed below and explained in the attached report

- R 400.8125(3) Staff; volunteer; requirements.
- R 400.8125(5) Staff; volunteer; requirements.
- R 400.8143(1) Children's records.
- R 400.8143(2) Children's records.
- R 400.8143(3) Children's records.
- R 400.8143(6) Children's records.
- R 400.8146(1) Information provided to parents.

You gave us an acceptable written corrective action plan. We will send you a regular license 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 #:** DC710251471

**Licensee Name:** Holy Cross Lutheran Church

**Licensee Address:** PO Box 706  
3786 Glasier  
Onaway, MI 49765

**Licensee Telephone #:** (989) 733-8412

**Licensee/Designee:** Marianne Dougherty, Designee

**Name of Facility:** Holy Cross Lutheran Church

**Facility Address:** 3786 Glasier  
Onaway, MI 49765

**Facility Telephone #:** (989) 733-8412

**Original Issuance Date:** 09/05/2002

**Capacity:** 17

**Age Range:** Ages 2 years 6 months Thru 5 years 0 months

**Program Components:** PRESCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 12/13/2022  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 04/09/2021  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: 05/04/2012

	No. of Records Reviewed	
No. of children enrolled in care	6	6
No. of staff employed	1	1
No. of volunteers	3	3
No. of children present at time of inspection	2	
No. of staff present at time of inspection	1	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	2	

Persons Interviewed: Licensee/Licensee Designee   
 Program Director   
 Caregiving staff

Approved Child Use Space: The approved child use space is the preschool room located within the Holy Cross Lutheran Church facility.  
 Approved Program Director: Ms. Marianne Dougherty is the approved program director.  
 Approved Central Administrator: none  
 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 the programming I observed included the following: free play, art, music and movement and snack. I observed the caregiver’s 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 400.8125            Staff; volunteer; requirements.**

**(3) All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.**

Two of the three supervised volunteers did not have a public sex offender registry (PSOR) clearance on file.

**R 400.8125            Staff; volunteer; requirements.**

**(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:**

**(a) The individual is aware that abuse and neglect of children is against the law.**

**(b) The individual has been informed of the center's policies on child abuse and neglect.**

**(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.**

The three supervised volunteers did not have a signed statement regarding abuse and neglect on file.

**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 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.

**REPEAT VIOLATION ESTABLISHED**

**Inspection Report Dated 01/05/2022 and LSRs Dated 02/16/2021 and 12/18/2018  
Corrective Action Plans Dated 01/05/2022, 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 six child information cards reviewed were not updated annually as required.

**REPEAT VIOLATION ESTABLISHED**

**Inspection Report Dated 01/05/2022  
Corrective Action Plan Dated 01/05/2022**

**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.

One of the six children enrolled did not have a certificate of immunization on file.

**REPEAT VIOLATION ESTABLISHED**

**Inspection Report Dated 01/05/2022  
Corrective Action Plan Dated 01/05/2022**

**R 400.8143 Children's records.**

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The

physical evaluation must be performed within 1 of the following time limits:

- (a) For an infant, within the preceding 3 months.
- (b) For toddlers, within the preceding 6 months.
- (c) For preschoolers, within the preceding 12 months.

One of the six children enrolled did not have a physical on file.

**REPEAT VIOLATION ESTABLISHED**

**LSR Dated 02/16/2021**

**Corrective Action Plans Dated 02/02/2021**

**R 400.8146**

**Information provided to parents.**

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

- (a) Criteria for admission and withdrawal.
- (b) Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- (c) Fee policy.
- (d) Discipline policy.
- (e) Food service policy.
- (f) Program philosophy.
- (g) Typical daily routine.
- (h) Parent notification plan for accidents, injuries, incidents, and illnesses.
- (i) Transportation policy, if applicable.
- (j) Medication policy.
- (k) Exclusion policy for child illnesses.
- (l) Notice of the availability of the center's licensing notebook. The notice must include all of the following:

- (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.

- (ii) The licensing notebook is available to parents during regular business hours.

- (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). The website address must be in bold print.

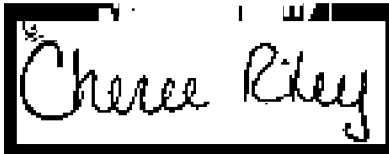
- (m) The website where parents can access these rules is [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

The written information packet provided to parents did not include a medication policy.

A corrective action plan was requested and approved on 12/13/2022. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

#### IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.

A rectangular box containing a handwritten signature in cursive script that reads "Cheree Riley".

12/15/2022

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Cheree Riley  
Licensing Consultant

Date