



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

March 1, 2023

Heather Ryan
St. Ignatius Catholic School
545 S. Third St.
Rogers City, MI 49779

RE: License #: DC710395593

**St. Ignatius Catholic School
545 S. Third St.
Rogers City, MI 49779**

Dear Ms. Ryan:

This letter is to advise you that the 02/28/2023 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 400.8110(6) Applicant; licensee; licensee designee; requirements	The preschool attendance did not include each child's last name, time of arrival or time of departure.	Preschool attendance will be updated with arrival, departure, and full names.	02/28/2023
R 400.8131(6) Professional development requirements	Child care staff members Kristine Eufrazio and Tammy Wiley did not complete 16 clock hours annually as required. Kristine completed 14 clock hours in 2021 and 2 clock hours in 2022. Tammy completed 2 clock hours in 2022.	All child care staff members will complete 16 hours of professional development annually.	2023

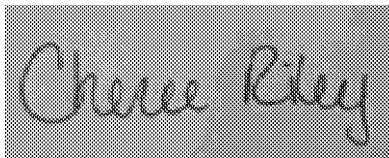
<p>R 400.8143(1) Children's records.</p>	<p>I reviewed 20 child information cards. The following information was missing: (6) mother and or father's employer and or employer telephone number, (1) allergies/special needs/special instructions, (1) physician telephone number and (1) parent's signature and date signed. The form used for the after-school program did not include a date of admission for the 10 children reviewed.</p>	<p>All child information cards will be updated to correct any missing information.</p>	<p>03/28/2023</p>
<p>R 400.8146(1) Information provided to parents.</p>	<p>The after-school program handbook did not include criteria for withdrawal and daily routine.</p>	<p>After-school handbook will be updated.</p>	<p>03/28/2023</p>
<p>R 400.8146(2) Information provided to parents.</p>	<p>One of the 20 child files reviewed did not have a documentation that the parent hand book was received by the parents.</p>	<p>Program director will check student records to ensure paperwork is complete.</p>	<p>03/28/2023</p>

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 a handwritten signature in cursive that reads "Cheree Riley".

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