



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 6, 2022

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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 04/05/2022. 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 in the preschool program included the following: rest time, free play, hand washing, snack and departure. The programming I observed in the after-school program included the following: arrival, hand washing, snack, free play and departure. 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 400.8131

Professional development requirements.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.

Program director Samantha Hentkowski did not complete the miregistry.org health and safety refresher for 2020.

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 20 child information cards. The following information was missing: (4) mother and or father's employer and or employer telephone number and (2) allergies/special needs/special instructions.

REPEAT VIOLATION ESTABLISHED
LSRs Dated 03/12/2021 and 03/05/2019
Corrective Action Plans Dated 03/26/2021 and 03/19/2019

R 400.8161 Emergency procedures.

(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

There was no documented fire drill March 2021 through May 2021 for the preschool, program.

REPEAT VIOLATION ESTABLISHED
Inspection Dated 10/28/2020 and LSR dated 03/05/2019
Corrective Action Plans Dated 11/09/2020 and 03/08/2019

During the exit conference, I provided technical assistance and consultation on the following: volunteer and staff member requirements.

Due to the violations, you must send us a corrective action plan by 4/26/2022. 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, there will be no change to your license status.

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,

Cheree Riley

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