



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 23, 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:

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 2/22/2023, I found *five violations*. The violations are listed below and explained in the attached report:

- R 400.8110(6) Applicant; licensee; licensee designee; requirements.**
- R 400.8131(6) Professional development requirements.**
- R 400.8143(1) Children's records.**
- R 400.8146(1) Information provided to parents.**
- R 400.8146(2) Information provided to parents.**

Due to the violations, you must send us a corrective action plan by 3/15/2023. 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, a regular license will be issued. You will receive it 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 #: DC710395593

Licensee Name: St. Ignatius Catholic School

Licensee Address: 545 S. Third St.
Rogers City, MI 49779

Licensee Telephone #: (989) 734-3443

Licensee/Designee: Heather Ryan, Designee

Name of Facility: St. Ignatius Catholic School

Facility Address: 545 S. Third St.
Rogers City, MI 49779

Facility Telephone #: (989) 734-3443

Original Issuance Date: 09/06/2018

Capacity: 20

Age Range: Ages Birth Thru 2 years 6 months
Ages 2 years 6 months Thru 4 years 11 months
Ages 2 years 6 months Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 02/22/2023
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 02/22/2023
 Date of Lead Hazard Risk Assessment, if applicable: 02/04/2020, 09/01/2020
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	51	20
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	24	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	24	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The approved child use space located within St. Ignatius Catholic school includes: room 2, room A, gym, library, music room and the boys' restroom near room 2.
 Approved Program Director: Ms. Samantha Hentkowski 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: nap time, small group activity, hand washing snack, free play, departure of preschool, arrival of after school program and gross motor play. I observed the caregivers'

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 400.8110 Applicant; licensee; licensee designee; requirements.

(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

The preschool attendance did not include each child's last name, time of arrival or time of departure.

**REPEAT VIOLATION ESTABLISHED
LSR Dated 03/05/2019
Corrective Action Plan Dated 03/19/2019**

R 400.8131 Professional development requirements.

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.**
- (b) Health, safety, and nutrition.**
- (c) Family and community collaboration.**
- (d) Program management.**
- (e) Teaching and learning.**
- (f) Observation, documentation, and assessment.**
- (g) Interactions and guidance.**
- (h) Child care center administrative rules.**

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.

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: (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.

REPEAT VIOLATION ESTABLISHED

**Inspection Report Dated 04/06/2022 and LSRs Dated 03/12/2021 and 03/05/2019
Corrective Action Plans Dated 04/07/2022, 03/26/2021 and 03/19/2019**

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. The website address must be in bold print.
- (m) The website where parents can access these rules is www.michigan.gov/michildcare.

The after-school program handbook did not include criteria for withdrawal and daily routine.

REPEAT VIOLATION ESTABLISHED
LSRs Dated 03/12/2021
Corrective Action Plan Dated 03/26/2021

R 400.8146 Information provided to parents.

(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

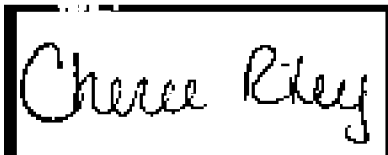
One of the 20 child files reviewed did not have a documentation that the parent handbook was received by the parents.

REPEAT VIOLATION ESTABLISHED
LSRs Dated 03/12/2021
Corrective Action Plan Dated 03/26/2021

During the exit conference, I provided technical assistance and consultation on the following: rule books must be posted in each classroom and the professional development plans need to be updated.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.



02/23/2023

Cheree Riley
Licensing Consultant

Date