



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 5, 2022

Paul Kosman  
Trinity Lutheran Church  
406 South Lakeview  
Sturgis, MI 49091

RE: License #: DC750017343  
**Trinity Lutheran Preschool and HUGS  
Room 108  
406 South Lakeview  
Sturgis, MI 49091**

Dear Mr. Kosman:

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 11/18/2021, I found three violation(s) listed below and explained in the attached report:

- R 400.8125(4) Staff; volunteer; requirements.
- R 400.8143(3) Children's records.
- R 400.8143(6) Children's records.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

| <b>During calendar year 2021:</b>   | <b>Total</b> |
|---|--------------|
| Number of serious injuries that occurred in facility.   | <b>0</b>     |
| Number of deaths that occurred in the facility.   | <b>0</b>     |
| Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility. | <b>0</b>     |

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,

*Carrie Harris*

Carrie Harris, Licensing Consultant  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(269) 615-5617

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** DC750017343

**Licensee Name:** Trinity Lutheran Church

**Licensee Address:** 406 South Lakeview  
Sturgis, MI 49091

**Licensee Telephone #:** (269) 651-4245

**Licensee/Designee:** Paul Kosman, Designee

**Name of Facility:** Trinity Lutheran Preschool and HUGS

**Facility Address:** Room 108  
406 South Lakeview  
Sturgis, MI 49091

**Facility Telephone #:** (269) 651-4245

**Original Issuance Date:** 02/15/1978

**Capacity:** 31

**Age Range:** Ages 2 years 6 months Thru 12 years

**Program Components:** PRESCHOOL  
SCHOOL AGE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 11/18/2021  
 Date of Environmental Health Inspection: 11/03/2004  
 Date of Fire Safety Inspection: 07/19/2021  
 Date of Lead Hazard Risk Assessment, if applicable: 12/01/2014  
 Date of Documentation of Playground Compliance, if applicable: 08/31/2018

|   |                                     | No. of Records<br>Reviewed |
|---|-------------------------------------|----------------------------|
| No. of children enrolled in care                | 37                                  | 37                         |
| No. of staff employed                           | 3                                   | 3                          |
| No. of volunteers                               | 0                                   | 0                          |
| No. of children present at time of inspection   | 10                                  |                            |
| No. of staff present at time of inspection      | 3                                   |                            |
| No. of volunteers present at time of inspection | 0                                   |                            |
| No. of children interviewed/observed            | 10                                  |                            |
| 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: Rooms 106, 108, 109, and the gymnasium are approved for child care use. The children use gang bathrooms across from the child care rooms.

Approved Program Director: Sherri Lahrman is the approved program director for the preschool component. Ms. Lahrman was approved on August 30, 2017, and meets the requirements for R 400.8113(9)(b)&(13).

Paul Kosman is the approved program director for the school-age component. Mr. Kosman was approved on October 11, 2011, and meets the requirements for R 400.5302(3)(a)&(4).

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 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.**

(4) A licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

The written policy regarding screening and supervision of staff and volunteers did not include a statement that any individual registered on the public sex offender registry is prohibited from having contact with any child in care.

**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 certification 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.

I reviewed 37 child files and one preschool child did not have a certificate of immunization or appropriate waiver on file at the center at the time of initial attendance.

**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:

(c) For preschoolers, within the preceding 12 months.

I reviewed 37 child files and 26 preschool children did not have a physical evaluation on file and signed by a physician within 30 days of initial attendance. As technical assistance, the parent should complete and sign the health history in Section 1 on the health appraisal. The physician is required to check the recommendation boxes in Section 4 on the back of the form.

A corrective action plan was requested and approved on 11/18/2021. 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.

*Carrie Harris*

January 5, 2022

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Carrie Harris  
Licensing Consultant

Date