



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 17, 2022

Lori Musiel
Our Savior Lutheran Church
6764 W Marlette
Marlette, MI 48453

RE: License #: DC760082395
Our Savior Lutheran Pre School
6770 W Marlette
Marlette, MI 48453

Dear Ms. Musiel:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 11/17/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

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.

At the time of the inspection, child care staff member Karrie Forys and program director Lori Musiel were not documenting their daily attendance when they work in the center. I explained the requirements for all staff to show their daily time in/time-out for each staff working. She agreed to start documenting this immediately and ongoing.

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.

At the time of the inspection, Ms. Forsys and Ms. Musiel had not completed the required 2020, 2021, and 2022 Refresher trainings. Ms. Forsys stated that she had heard about the refresher trainings but was unaware that they had to take them. She agreed that she and Ms. Musiel would complete the trainings by November 28, 2022. On November 22, 2022, I emailed her the private links required for these trainings.

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.

At the time of the inspection, Ms. Forsys and Ms. Musiel did not completed the 16 clock hours of required professional development trainings (listed above). Ms. Forsys acknowledged that they did not complete 2021's 16 hours. They are currently taking 2022's required hours. She agreed to complete the 16 clock hours annually each year, for all required staff.

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

Violations were identified at the time of the inspection. You have provided an acceptable written corrective action plan.

During the inspection, I provided Ms. Forys, technical assistance and consultation on the following rules:

- Posting menus and dating them. Currently they are written but not posted
- Post the recall list (I emailed the current list on 11/17/2022)
- Posting the daily schedule
- Posting a No Smoking or Vaping sign (completed onsite)
- I provided her with upcoming dates of program director orientations so she could be trained on the center licensing rules.

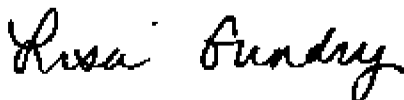
Your facility was found to be in compliance with the requirements of Act No. 116 of the Public Acts of 1973, as amended and the applicable Administrative Rules.

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,



Lisa Gundry, Licensing Consultant
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