



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

March 17, 2023

Allison Zajac  
 St John Lutheran Church  
 28320 Waltz Road  
 New Boston, MI 48164

RE: License #: DC820019515  
**St Johns Lutheran Preschool**  
**28320 Waltz Road**  
**New Boston, MI 48164**

Dear Ms. Zajac:

This letter is to advise you that the 03/16/2023 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 Applicant; licensee; licensee designee; requirements.	The center did not have a notice stating the center requires comprehensive background check on its employees and unsupervised volunteers.	Licensee designee has placed a notice regarding comprehensive background checks in a place visible to parents.	Immediately
R 400.8112 Comprehensive background check; fingerprinting.	The center did not have the child care staff members signed Consent and Disclosure forms on file at the center.	Licensee designee has place the consent and disclosure forms in each staff file.	Immediately
R 400.8131(2) Professional development requirements.	Three of the four child care staff members have not completed the Health and	Licensee designee will ensure that all child care staff members complete the health and safety training, course 1 and 2.	June 2023

	Safety training, course 1 and 2.		
R 400.8131(3) Professional development requirements.	Three of the four child care staff members have not completed the Health and Safety training, course 1 and 2.	Licensee designee will ensure that all child care staff members complete the health and safety training, course 1 and 2.	June 2023
R 400.8134 Hand washing.	There were no guidelines for hand washing in the near the sink in the pre-k room.	License designee will ensure that hand washing signs are posted in needed areas.	Immediately
R 400.8143 Children's records.	Four of the ten child information cards reviewed were incomplete. They were missing the following information: parent's employer name and work phone number.	Licensee designee will ensure that child information cards are reviewed and updated.	Immediately

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 (313) 456-0380.

Sincerely,



Selika Johnson, Licensing Consultant  
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 Detroit, MI 48202  
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