



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 9, 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:

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 03/08/2023, I found six violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

**R 400.8110(3) Applicant; licensee; licensee designee; requirements.**  
**R 400.8112(2) Comprehensive background check; fingerprinting.**  
**R 400.8131(2) Professional development requirements.**  
**R 400.8131(3) Professional development requirements.**  
**R 400.8134(4) Hand washing.**  
**R 400.8143(1) Children's records.**

Due to the violations, you must send us a corrective action plan by 04/06/2023. 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.

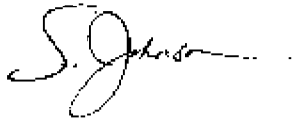
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</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,



Selika Johnson, Licensing Consultant  
 Bureau of Community and Health Systems  
 611 W. Ottawa Street  
 P.O. Box 30664  
 Lansing, MI 48909  
 (313) 938-5922

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC820019515
<b>Licensee Name:</b>	St John Lutheran Church
<b>Licensee Address:</b>	28320 Waltz Road New Boston, MI 48164
<b>Licensee Telephone #:</b>	N/A
<b>Licensee/Designee:</b>	Allison Zajac, Designee
<b>Name of Facility:</b>	St Johns Lutheran Preschool
<b>Facility Address:</b>	28320 Waltz Road New Boston, MI 48164
<b>Facility Telephone #:</b>	(734) 654-6366
<b>Original Issuance Date:</b>	N/A
<b>Capacity:</b>	40
<b>Age Range:</b>	Ages 2 years 6 months Thru 12 years
<b>Program Components:</b>	PRESCHOOL SCHOOL AGE BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 03/08/2023  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection:  
 Date of Lead Hazard Risk Assessment, if applicable:  
 Date of Documentation of Playground Compliance, if applicable:

		No. of Records Reviewed
No. of children enrolled in care	47	10
No. of staff employed	4	4
No. of volunteers	0	0
No. of children present at time of inspection	27	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	0	
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: 107 and 117  
 Approved Program Director: Allison Zajac  
 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 400.8110            Applicant; licensee; licensee designee; requirements.**

(3) All of the following must be in a place, accessible, and visible to parents:

(c) A notice stating that the center requires a comprehensive background check on its employees and unsupervised volunteers.

The center did not have a notice stating the center requires comprehensive background check on its employees and unsupervised volunteers.

**R 400.8112            Comprehensive background check; fingerprinting.**

(2) An applicant or licensee shall do all of the following:

(c) Provide to the department, upon request, a copy of the individual's completed and signed form or forms.

The center did not have the child care staff members signed Consent and Disclosure forms on file at the center.

**R 400.8131            Professional development requirements.**

(2) Child care staff members shall have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.

Three of the four child care staff members have not completed the Health and Safety training, course 1 and 2.

**R 400.8131            Professional development requirements.**

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Three of the four child care staff members have not completed the Health and Safety training, course 1 and 2.

**R 400.8134            Hand washing.**

(4) Guidelines for hand washing must be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

There were no guidelines for hand washing in the near the sink in the pre-k room.

**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.

Four of the ten child information cards reviewed were incomplete. They were missing the following information: parent's employer name and work phone number.

On 03/08/2023, I completed an on-site inspection at St. Johns Lutheran School. I observed the caregivers interact appropriately with the children. The children participated in a variety of activities, ate snack during the inspection. The center is equipped with a variety of developmentally appropriate equipment.

**IV. RECOMMENDATION**

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



03/09/2023

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Selika Johnson  
Licensing Consultant

Date