



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

05/08/2024

Shawna Boyd  
Alcona Tiny Tigers  
181 N Barlow Rd, Lincoln, MI, , 48742

License Number: DC010404558

Dear Shawna Boyd,

This letter is to advise you that the 5/7/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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 400.8143(1)   | The records of 12 children were reviewed. None of the child information cards had the date of admission. | A thorough review of each child's records is currently in place to ensure we have their admission dates. We'll establish a consistent procedure for recording these dates and provide training to staff members. Regular audits will be implemented to maintain accuracy, and we'll continuously refine our processes for better record-keeping. | 5/8/2024 and on going |
| R 400.8131(12)  | CCSM 3 did not complete the 2023 refresher course.   | Upon investigation, we discovered that our substitute CCSM 3 did not complete the required refresher   | 5/17/2024             |

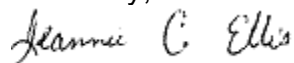
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|  |  | <p>course. We are requiring her to complete the refresher during our half-day PD 5/8. We have added this to our beginning of the year checklist for next year to ensure all staff that are listed in our building complete this refresher during the first few opening days.</p> |  |
|--|--|--|--|

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 Jeannie Ellis at (989) 590-0191 or ellisj2@michigan.gov. In the event that Jeannie Ellis is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Jeannie Ellis, Licensing Consultant